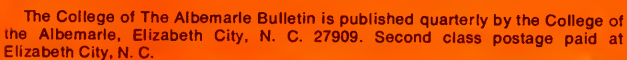


1970–1971



WHAT IS A STUDENT

- A STUDENT is the most important person in our college.
- A STUDENT is not an interruption of our work—he is the purpose of it.
- A STUDENT is a necessary part of our business—he is not an outsider.
- A STUDENT is not a cold statistic—he is a flesh-and-blood human being, with feelings and emotions like yours and mine.
- A STUDENT is a person who brings us his needs—it is our privilege to fill those needs.
- A STUDENT is deserving of our most courteous and attentive treatment.
- A STUDENT is a full partner in our effort to cultivate wisdom through knowledge.
- A STUDENT is the life blood of this and every college.

COLLEGE OF THE ALBEMARLE BULLETIN

**Catalog Issue
1970-1971**

VOLUME 9

SPRING 1970

NUMBER 7

The College of The Albemarle Bulletin is published quarterly by the College of the Albemarle, Elizabeth City, N. C. 27909. Second class postage paid at Elizabeth City, N. C.

1970

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4			1	2	3	4					1	2	3	
4	5	6	7	8	9	10	5	6	7	8	9	10	11	5	6	7	8	9	10	11	4	5	6	7	8	9	10
11	12	13	14	15	16	17	12	13	14	15	16	17	18	12	13	14	15	16	17	18	11	12	13	14	15	16	17
18	19	20	21	22	23	24	19	20	21	22	23	24	25	19	20	21	22	23	24	25	18	19	20	21	22	23	24
25	26	27	28	29	30	31	26	27	28	29	30			26	27	28	29	30	31		25	26	27	28	29	30	31
FEBRUARY							MAY							AUGUST							NOVEMBER						
1	2	3	4	5	6	7							1	2						1	1	2	3	4	5	6	7
8	9	10	11	12	13	14	3	4	5	6	7	8	9	2	3	4	5	6	7	8	8	9	10	11	12	13	14
15	16	17	18	19	20	21	10	11	12	13	14	15	16	9	10	11	12	13	14	15	15	16	17	18	19	20	21
22	23	24	25	26	27	28	17	18	19	20	21	22	23	16	17	18	19	20	21	22	22	23	24	25	26	27	28
							24	25	26	27	28	29	30	23	24	25	26	27	28	29	29	30					
							31							30	31												
MARCH							JUNE							SEPTEMBER							DECEMBER						
1	2	3	4	5	6	7		1	2	3	4	5	6		1	2	3	4	5				1	2	3	4	5
8	9	10	11	12	13	14	7	8	9	10	11	12	13	6	7	8	9	10	11	12	6	7	8	9	10	11	12
15	16	17	18	19	20	21	14	15	16	17	18	19	20	13	14	15	16	17	18	19	13	14	15	16	17	18	19
22	23	24	25	26	27	28	21	22	23	24	25	26	27	20	21	22	23	24	25	26	20	21	22	23	24	25	26
29	30	31					28	29	30					27	28	29	30				27	28	29	30	31		

1971

JANUARY							APRIL							JULY							OCTOBER									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
					1	2						1	2	3					1	2	3					1	2			
3	4	5	6	7	8	9	4	5	6	7	8	9	10	4	5	6	7	8	9	10	3	4	5	6	7	8	9			
10	11	12	13	14	15	16	11	12	13	14	15	16	17	11	12	13	14	15	16	17	10	11	12	13	14	15	16			
17	18	19	20	21	22	23	18	19	20	21	22	23	24	18	19	20	21	22	23	24	17	18	19	20	21	22	23			
24	25	26	27	28	29	30	25	26	27	28	29	30		25	26	27	28	29	30	31	24	25	26	27	28	29	30			
31																					31									
FEBRUARY							MAY							AUGUST							NOVEMBER									
	1	2	3	4	5	6							1	1	2	3	4	5	6	7		1	2	3	4	5	6			
7	8	9	10	11	12	13	2	3	4	5	6	7	8	8	9	10	11	12	13	14	7	8	9	10	11	12	13			
14	15	16	17	18	19	20	9	10	11	12	13	14	15	15	16	17	18	19	20	21	14	15	16	17	18	19	20			
21	22	23	24	25	26	27	16	17	18	19	20	21	22	22	23	24	25	26	27	28	21	22	23	24	25	26	27			
28							23	24	25	26	27	28	29	29	30	31					28	29	30							
							30	31																						
MARCH							JUNE							SEPTEMBER							DECEMBER									
	1	2	3	4	5	6				1	2	3	4	5					1	2	3	4					1	2	3	4
7	8	9	10	11	12	13	6	7	8	9	10	11	12	5	6	7	8	9	10	11	5	6	7	8	9	10	11	12		
14	15	16	17	18	19	20	13	14	15	16	17	18	19	12	13	14	15	16	17	18	12	13	14	15	16	17	18	19		
21	22	23	24	25	26	27	20	21	22	23	24	25	26	19	20	21	22	23	24	25	19	20	21	22	23	24	25	26		
28	29	30	31				27	28	29	30				26	27	28	29	30			26	27	28	29	30	31				

TABLE OF CONTENTS

	Page
Academic Calendar	5
Board of Trustees	11
Administration, Counselors and Faculty	12
Secretarial, Maintenance and Regular Part-Time Staff	16
General Information	19
Student Organizations and Activities	27
General Regulations	33
Academic Probation and Suspension	37
Programs of Study	47
College Transfer Education Program	47
Technical Education Program	50
Vocational Education Program	54
Division of Adult Education and Community Services	61
Evening Course Offerings	71
Course Descriptions	73
Developmental Program	100
Index	103



ACADEMIC CALENDAR

SUMMER SESSIONS 1970

Regular Terms

FIRST TERM

June 8	Monday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes.
June 11	Thursday, end of refund period.
June 17	Last day to withdraw without penalty.
July 3	Friday, holiday.
July 13	Monday, first term ends.

SECOND TERM

July 15	Wednesday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes.
July 20	Monday, end of refund period.
July 24	Last day to withdraw without penalty.
August 18	Tuesday, second term ends.

Mini-Mesters: Summer—1970

To run concurrently with above regular terms

FIRST MINI-MESTER

June 8	Monday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes.
June 11	Thursday, end of refund period.
June 17	Wednesday, last day to withdraw without penalty.
June 30	Tuesday, first Mini-Mester ends.

SECOND MINI-MESTER

July 1	Wednesday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes.
July 3	Friday, holiday.
July 7	Tuesday, end of refund period.
July 13	Monday, last day to withdraw without penalty.
July 24	Friday, second Mini-Mester ends.

THIRD MINI-MESTER

July 27	Monday, registration. Classes begin at 9:00 a.m. Last day for late registration and adding classes.
July 30	Thursday, end of refund period.
August 5	Wednesday, last day to withdraw without penalty.
August 18	Tuesday, third Mini-Mester ends.

FALL QUARTER 1970

August 26	Last day to make application for Fall Quarter.
August 27, 28	Thursday, Friday, freshman and transfer student Counseling and Guidance Placement Testing.
September 1	Tuesday, faculty report.
September 1, 2	Tuesday, Wednesday, freshman orientation.
September 3	Thursday, registration for Fall Quarter.
September 7	Monday, Labor Day Holiday.
September 8	Tuesday, classes begin.
September 14	Monday, last day for late registration, or adding classes.
September 17	Thursday, end of refund period.
October 6	Tuesday, last day to withdraw without penalty.
November 17	Tuesday, last day of classes.
November 18-24	Wednesday-Tuesday, final exam period.
November 25	Wednesday, Thanksgiving Holidays begin.

WINTER QUARTER 1970-71

November 24	Tuesday, freshman and transfer student Counseling and Guidance Placement Testing.
December 1	Tuesday, registration for Winter Quarter.
December 2	Wednesday, classes begin.
December 8	Tuesday, last day for late registration, or adding classes.
December 11	Monday, end of refund period.
December 18	Friday, Christmas Holidays begin after last class.
January 4	Monday, classes resume.
January 12	Tuesday, last day to withdraw without penalty.
February 26	Friday, last day of classes.
March 1-5	Monday-Friday, final exam period.
March 6-10	Saturday-Wednesday, Spring break.

SPRING QUARTER 1971

March 4	Thursday, freshman and transfer students Counseling and Guidance Placement Testing.
March 11	Thursday, registration for Spring Quarter.
March 12	Friday, classes begin.

March 18	Thursday, last day for late registration, or adding classes.
March 23	Tuesday, end of refund period.
April 8	Thursday, last day to withdraw without penalty.
April 8	Thursday, Easter Holidays begin after last class.
April 13	Tuesday, classes resume.
May 27	Thursday, last day of classes for Spring Quarter.
May 28-June 3	Friday-Thursday, final exams for Spring Quarter.
June 6	Sunday, commencement.

SUMMER SESSIONS 1971

JUNE 7 TO AUGUST 17

in the University and in the
North Carolina State College
of
Agriculture and Engineering
of the
University of North Carolina

Engineering School

August 1922

Secretary of the Board

Phi Kappa Phi

Phi Kappa Phi

Phi Kappa Phi

Samuel R. Holloman

Secretary of the Board

Phi Kappa Phi

Phi Kappa Phi

Phi Kappa Phi



COLLEGE OF THE ALBEMARLE



ON THIS SITE • A NEW CAMPUS

College of The Albemarle

FROM DREAM TO REALITY IN THE 70'S

OCCUPATIONAL EDUCATION BUILDING AUGUST 1970
CLASS ROOM LIBRARY ADMINISTRATION AUGUST 1972
AUDITORIUM PHYSICAL EDUCATION COMPLEX AUGUST 1974



BOARD OF TRUSTEES

WILLIAM F. AINSLEY, <i>Chairman</i>	Perquimans
JOSEPH P. KRAMER, <i>Vice-Chairman</i>	Pasquotank
S. BRUCE PETTEWAY, <i>Secretary</i>	Pasquotank

GOVERNOR APPOINTEES

Term Expires

VERNON G. JAMES	6/30/71	Pasquotank
JULIAN A. WHITE, SR.	6/30/73	Perquimans
GERALD F. WHITE	6/30/75	Pasquotank
WILLIAM F. AINSLEY	6/30/77	Perquimans

PASQUOTANK COUNTY COMMISSION APPOINTEES

CLYDE SMALL, JR.	6/30/71	Pasquotank
JOE L. LAMB, JR.	6/30/73	Pasquotank
SELBY SCOTT	6/30/75	Pasquotank
W. T. Jackson, Jr.	6/30/77	Pasquotank

ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION APPOINTEES

JOSEPH P. KRAMER	6/30/71	Pasquotank
J. HENRY LEROY	6/30/73	Pasquotank
L. A. HARRIS, JR.	6/30/75	Pasquotank
J. CARROLL ABBOTT	6/30/77	Pasquotank

PRESIDENT

SAMUEL BRUCE PETTEWAY, *President*
B.S., M.Ed., Ed.D., North Carolina State University

ADMINISTRATIVE STAFF

BURGESS, DEMPSEY Director of Vocational Education
B.A., M.A., East Carolina University

CHESSON, J. PARKER, JR. . . Director of College Transfer Education
B.A., M.A., East Carolina University

COX, EDWARD W. Director of Adult Education
B.A., University of North Carolina at Chapel Hill; M.A., Western
Carolina University

FERRELL, DOROTHY G. Bookkeeper

FISHER, JAMES EDWIN Administrative Assistant
A.B., Duke University

FORD, ROBERT L. Director of Technical Education
B.S., Northeastern State College; M.A., Colorado State College

FULLER, ELIZABETH Registrar

HEWITT, VIRGINIA Assistant Librarian
B.S., Guilford College

LAND, ARTHUR J. Dean of Instruction
B.A., M.R.C., Ed.S., Ed.D., University of Florida

MORRISETTE, W. CLAYTON Director of Special Projects
B.S., M.A., East Carolina University

PREAS, NANCY B. Dean of Student Affairs
B.S., University of North Carolina, M.S., Ed.D., North Carolina State
University

RHEES, JEROME U. Business Manager
B.S., M.A., Georgetown University

SAWYER, GROVER L. Superintendent of Buildings and Grounds

SWAIN, HORTENSE Librarian
B.A., East Carolina University; B.S., University of North Carolina
at Chapel Hill

COUNSELORS

- FEARING, FRED L. Occupational Counselor
A.A., Louisburg College
- FOREMAN, WILLIAM WOODLEY, JR. Counselor
B.S., North Carolina State University
- LEWIS, CARL W., JR. Occupational Counselor
Computer Programmer, E.C.P.I., Norfolk, Virginia
- MCCALL, PHILIP N. Counselor
B.A., M.A., Appalachian State University
- WALSTON, MARION B. Occupational Counselor
- WESLEY, ARTHUR L. Counselor
A.B., Marion College; M.Ed., University of North Carolina at
Greensboro

FACULTY

- AYDLETT, CLATE Mathematics and Science
B.A., Duke University; M.A., East Carolina University
- AYDLETT, DOROTHY B. . . . COA Learning Laboratory Coordinator
B.A., University of North Carolina at Greensboro
- BAIR, ANNA W. Fine Arts
A.B., B.Mus., Salem College; M.A., DePaul University
- BAIR, CLIFFORD Chairman, Fine Arts Department
B.Mus., D.Mus., Chicago Music College
- BASS, PATSY O. English and Humanities
B.A., M.A., East Carolina University
- BOADA, ALEXANDRA Foreign Languages
B.A., University of North Carolina at Chapel Hill; M.A., University
of Havana
- BRAXTON, HOWARD Athletic Director and Coach
A.B., Guilford College; M.A., Appalachian State University
- BRIDGES, JAMES T. Chairman, English and Humanities Dept.
A.A., Gardner Webb College; B.S., M.A., Appalachian State Uni-
versity
- BRITT, ANN R. Edenton Learning Laboratory Coordinator
B.S., East Carolina University

- BURGESS, DEMPSEY Vocational Education
B.A., M.A., East Carolina University
- CHESSON, J. PARKER, JR. Mathematics and Sciences
B.A., M.A., East Carolina University
- CONNOLLY, JAMES T. Business Administration
B.S., M.A., Appalachian State University
- COPELAND, GORDON F. Technical Education
A.A.S., College of The Albemarle; B.S., North Carolina State University at Raleigh
- CRUMP, JAMES H. Chairman, Mathematics and Science Dept.
B.A., Elon College; M.A., Appalachian State University; M.S., University of Illinois
- FORD, ROBERT L. Technical Education
B.S., Northeastern State College; M.A., Colorado State College
- HARRIS, MARION C. Physical Education
A.A., College of the Albemarle; B.S., Atlantic Christian College; M.A., East Carolina University
- HILL, BENJAMIN F. Arts and Crafts
B.S., East Carolina University
- HODGES, DAVID T. Technical Education
A.A.S., Technical Institute, Old Dominion College; B.S., Northwestern State College; M.A., East Carolina University
- HUGHES, LENNIE Social Sciences
B.A., M.A., East Carolina University
- JOLLY, LOURICE Practical Nurse Education
R.N., Robeson County Hospital School of Nursing
- LIVERMAN, WILLIAM B. Vocational Education
B.A., Old Dominion College
- LYNCH, VIRGINIA English and Humanities
B.S., M.A., Appalachian State University
- MANSFIELD, SHELBY Social Sciences
B.S., M.A., North Carolina State University at Raleigh
- McKECUE, GEORGE Language Arts
B.A., Wilmington College; M.A., Appalachian State University
- MCKIMMEY, SHARON Practical Nurse Education
R.N., Akron University and Akron City Hospital School of Nursing
- MESHAW, JOHN Mathematics and Science
B.A., Wilmington College; M.S., North Carolina State University

- MOORE, MILDRED Director, Practical Nurse Education
R.N., Norfolk Memorial and Norfolk Protestant Hospitals
- O'LEARY, BRYAN Audio-Visual Assistant
Machinist Trade Diploma, College of The Albemarle
- PATTERSON, KAY Physical Education
B.S., M.A., East Carolina University
- RICCARDO, RONALD Social Sciences
B.A., Bloomfield College; M.A., Appalachian State University
- ROACH, KATHERINE Adult and Technical Education
B.A., College of William and Mary
- SALMON, JOSEPH Chairman, Social Sciences Department
A.A., Chipola Junior College; B.S., Troy State College; M.S., Florida
State University
- SASSER, DANIEL WILBERT, JR. Mathematics and Science
B.A., Atlantic Christian College; M.A., Appalachian State Uni-
versity
- SHORKEY, RAYMOND Mechanical Technology
Ford Apprentice School; Naval Air Technical School; Vocational
School; Foreman Training
- STERRITT, WILLIAM Chairman, Health and Phy. Edu. Dept.
B.S., M.A., University of Southern Mississippi
- STUART, JUDITH S. Assistant College of The Albemarle
Learning Laboratory Coordinator
A.A., College of The Albemarle; B.S., East Carolina University
- SWAIN, HORTENSE Library Science
B.A., East Carolina University; B.S., University of North Carolina
at Chapel Hill
- TRATHEN, JOHN A. Secretarial Administration
B.S., Bucknell University; M.Ed., University of California at Los
Angeles
- VAUGHAN, LUCY F. Fine Arts, English, and Humanities
B.S., University of Houston; M.A., Kent State University
- WALKER, LEONARD Mechanical Technology
A&E Maintenance, Flight Mechanic, U.S.A.F.; Diesel School, U.S.N.
- WEEKS, ROBERT W. Mathematics and Science
A.B., University of North Carolina at Chapel Hill
- WHITE, JOHN NELSON Business Administration
B.S., Campbell College; M.B.A., East Carolina University

WILLIAMS, LARRY W. Technical Education Assistant
 A.A.S., College of The Albemarle

WILLIAMS, OTTIS LEON Physical Education Assistant

SECRETARIAL AND CLERICAL STAFF

ANDERSON, LOU Secretary, Counselors

BASNIGHT, MARGIE Secretary, Dean of Instruction

BRYANT, JANICE Secretary, Director of Technical Education

COWELL, DOT Secretary, Div. of Vocational Education

FRANKLIN, SELMA Bookstore Manager

HARRIS, PEGGY Secretary, Faculty

HOLMES, BETTY Secretary, Director of Special Projects

HURDLE, VIRGINIA Secretary, Business Office

JONES, ARLETT . Secretary, Director of College Transfer Education

KICKLIGHTER, HELEN Secretary, Library

RIFFLE, MARIE Secretary, Director of Adult Education

ROGERSON, JANE Secretary, Dean of Student Affairs

SANDERS, THELMA Secretary, Business Manager

SNOWDEN, DIANA Secretary, Administrative Assistant

WISE, ROSE MARIE Secretary, President

MAINTENANCE STAFF

BOGUE, LUTHER Custodian

BROOKS, GEORGIA Maid

CINELLI, SALVATORE Maintenance Technician

GLASPER, RUTH Maid

TILLET, DOLLY Maid

REGULAR PART-TIME STAFF

GRAY, CARMEN Manteo Learning Laboratory Coordinator

HOPKINS, CAROLYN COA Learning Laboratory Assistant

JOSEY, ADA Assistant Librarian

JONES, RAY, JR. Education and Social Sciences

MORSE, DOROTHY Accompanist, Fine Arts

VAUGHAN, MARY Secretary, Fine Arts

WEILBACHER, LINDSEY Publicity





GENERAL INFORMATION

THE IDEA OF A COMPREHENSIVE COMMUNITY COLLEGE

The Comprehensive Community College is a relatively new concept in higher education, arising in response to the American commitment to the idea of broad educational opportunities for all who desire and will avail themselves of these opportunities. The Community College is a fully recognized institution of higher education. As its name implies, its primary reason for being is to meet the variety of educational and vocational needs of the area in which it is located. It offers two-year degree programs in College Transfer Education and Technical Education, as well as shorter-term programs in both the Technical and Vocational Education areas. It also supplies background courses essential to one's up-grading on his job, and it enables adults to pursue the courses they need to keep abreast of the times. Its programs are available day and evening throughout the year.

HISTORY

The idea for a college in Elizabeth City was developed when the Community College Act was passed enabling counties to establish their own two-year colleges.

On November 5, 1960, the people of Pasquotank County voted their approval for the new college by a five to two margin. A charter was issued on December 16, 1960, and shortly thereafter the first Board of Trustees was appointed.

The College opened its doors to its first freshman class in September 1961. The first graduating class received their degrees on May 31, 1963.

The College of The Albemarle was the first college in the State chartered under the Community College Act of 1957. The 1963 Legislature adopted an Act, "to promote and encourage education beyond the high school in North Carolina." Among other things, this Act authorized the establishment of comprehensive community colleges. The new Act became effective on July 1, 1962, and on that same date, at the request of the College Trustees and with the joint approval of the Board of Education and the Board of Higher Education of North Carolina, the College of The Albemarle became the first comprehensive community college in the North Carolina Department of Community Colleges.

As the College has grown new Technical and Vocational curricula have been added and existing programs strengthened.

A significant milestone in the history of the College was achieved in December of 1968 when COA was accorded full accreditation by the Southern Association of Colleges and Schools. This, in effect, assures maximal transferability of course-work completed at COA to other colleges and universities for a higher degree.

LOCATION

The College of The Albemarle is located in Elizabeth City, Pasquotank County, North Carolina. With a population of 16,000, Elizabeth City is the center of commerce and industry of the Albemarle area.

The college primarily serves the populations of the following counties: Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans. Students from other counties in North Carolina, as well as from other States, are also accepted for enrollment.

The College is located on Riverside Avenue, near the center of Elizabeth City. The administrative offices of the College of The Albemarle are located on the second floor of the building.

OBJECTIVES OF THE COLLEGE

The College of The Albemarle strives to serve the community by providing accessible higher education for young people, and for adults for their cultural development, for developing responsible citizenship, and for enriched personal living.

The major objectives of the College are as follows:

1. To provide at least two years of college credit courses for those students who desire to transfer to other colleges and universities for higher degrees.
2. To provide two years of technical education appropriate to the needs of the individual and the community for entering employment at the technician level.
3. To provide vocational education for individuals who desire to upgrade themselves in their vocations, or who may desire to acquire initial training in a particular trade.
4. To provide courses for those adult students who wish to develop a vocational interest, improve their personal efficiency, or to enrich their cultural lives.
5. To provide for the development of basic educative skills for those citizens who have been unable to complete the requirements for a high school diploma.

ACCREDITATION

The College of The Albemarle is a fully accredited member of the Southern Association of Colleges and Schools, the North Carolina Association of Universities and Colleges, and the American Association of Junior Colleges.

Credits earned at the College of The Albemarle in curricula leading to the Associate in Arts degree and some of those leading to the Associate in Applied Science degree are transferable to senior colleges and universities for a higher degree.

COLLEGE PROGRAMS

NOTE: Several new programs in each of the Divisions are being developed. Information concerning these may be obtained by contacting the College.

College Transfer programs offer opportunities for those wishing to pursue studies leading to the Associate in Arts degree, and for transfer to a four-year college or university after completing their studies at the College of The Albemarle. Basic Liberal Arts courses are offered, preparing students to pursue a variety of educational programs in senior colleges and universities.

Pre-Liberal Arts

Pre-Business Administration

Pre-Business Education

Pre-Secondary Education

Pre-Elementary Education

Pre-Music

Technical programs leading to the Associate in Applied Science degree include course offerings which lead to employment upon completion.

Secretarial Administration

Drafting and Design Technology

Electronics Technology

Teacher Aide Technology

Vocational program offerings are designed for those wishing to prepare themselves for particular occupations.

Automotive Mechanics Trade

Machinist Trade

Practical Nurse Education

Machine Operator

Radio-Television Servicing

Adult Education and Community Services programs include a variety of programs designed to meet the particular needs and interests of individuals, businesses and industries in the area. Programs designed for training persons for specific industries are offered when needed, and general offerings designed to help persons complete their high school educations and improve their skills in other areas are offered each quarter.

FACILITIES

In the main building there are classrooms, science and technical laboratories, learning laboratory and administrative offices. The college bookstore and a snack bar and lounge area are located on the first floor of this building.

The Learning Laboratory is staffed full-time and provides programmed materials in English, Mathematics, Social Sciences

and Foreign Languages. Students admitted to the College whose test scores and past record indicate deficiencies should avail themselves of the Learning Laboratory and developmental courses to upgrade their academic skills.

Programmed materials for supervised study are available in the areas listed below as well as in many individual special interest courses. A variety of audio-visual aids are used to assist in the learning process. (Further details may be found in the section entitled "Division of Adult Education and Community Services" section of the catalogue, page 61.)

Reading and Language
Social Studies
Academic Skills
Mathematics and Sciences

A gymnasium-auditorium was built in 1964. It houses a collegiate size basketball court, bleachers having a seating capacity of over 500, and complete locker room facilities. A fully equipped stage and auditorium, seating over 1,000 adds to the usefulness of this multipurpose building.

The College maintains additional facilities for certain vocational programs and an Arts Center.

The COA Whitehurst Library is located in a building adjacent to the main building of the College. It has a collection of over 20,000 volumes, and it receives 250 magazines representative of the various academic fields, the professions, and general interests. The library is responsible for the audio-visual program of the College and provides films, filmstrips, tapes, phonograph records and other aids for classroom use and for individual use. A special room for listening and recording is provided in the library.

STUDENT SERVICES

COUNSELING: Professional counseling assistance is provided to students by a staff of trained counselors who are qualified to assist individuals in assessing and understanding their abilities, aptitudes, interests, and themselves as individuals.

In addition to vocational and educational counseling, counselors are prepared to assist students in working through personal and social concerns.

PROGRAM ADVISEMENT: The College provides services through the office of the Dean of Student Affairs, and through the assignment of a faculty advisor for each student according to his field of interest. The faculty advisor helps the student arrange his program of study and approves the courses to be taken prior to quarterly registration. Subsequent changes in

courses must be made through the advisor. The Dean of Student Affairs and counselors are also available to assist the student. Placement tests are administered to insure proper placement of each student.

TESTING AND ACADEMIC PLACEMENT: Placement tests are administered to newly enrolling students to insure proper placement in courses at the individual student's level of preparedness.

The results of these tests can be used to help the student in planning an appropriate program of study commensurate with his interests and aptitudes.

FINANCIAL AID: In recent years the cost of attending colleges and universities has risen considerably and with it there has been an increase in the need for financial assistance. To assist wherever possible, the College of The Albemarle has arranged its financial aid program so that scholarship grants, loans, and employment all play an important part.

Awards are based upon consideration of need and merit. Merit is judged by the same factors considered in connection with admission—high school achievement, test scores, recommendations, and other indications of probable success in college and later life.

Need is judged by the total financial picture of the student and his family. Gross income, the number of young children, debts, and other factors such as serious illness are taken into consideration.

Scholarships: Private donations of scholarships to qualified students were in excess of \$4,695 in 1969-70. Much of this was undesignated by the donors and available to those wishing to make application. Application should be made to the Scholarship Committee on forms provided by the Office of Student Affairs.

Loans: Loans are offered in addition to or in place of scholarship assistance. Some bear no interest while the recipient is a full-time student, while others bear a modest interest charge. Loans allow students to defer expenses from their college years to the years immediately after college when the average graduate experiences an increase in income. The College presently administers loans through the auspices of the North Carolina Bankers' Student Loan Plan. Details may be secured from the Office of Student Affairs.

Employment: Students are employed in a number of part-time positions at the College such as library, laboratory, shop and clerical assistants. In addition to institutional employment, the College participates in the College Work-Study Program under

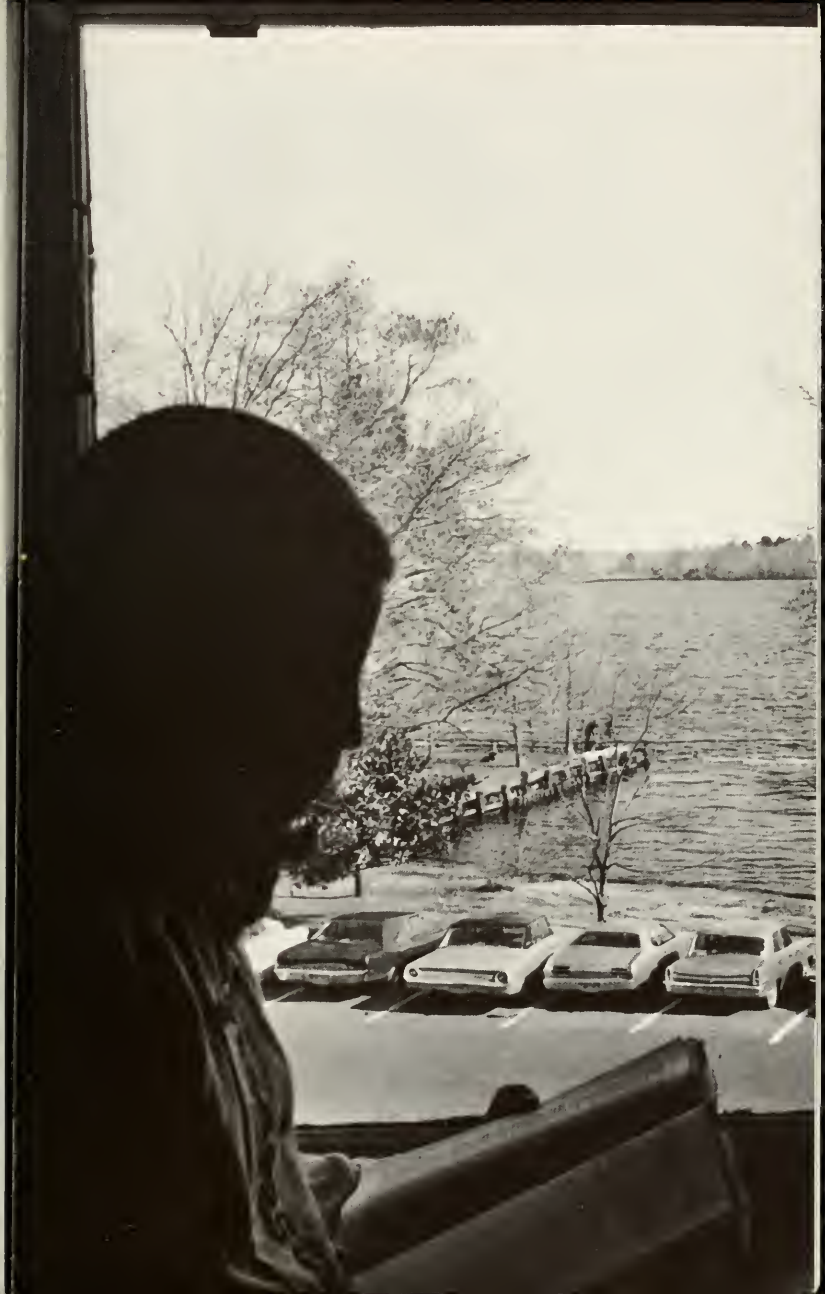
the auspices of the U. S. Department of Health, Education and Welfare. Preference is given to those who need financial assistance. The College will also assist students in securing part-time jobs off campus during their enrollment and gives special attention to the placement of students in full-time employment in the terminal curricula.

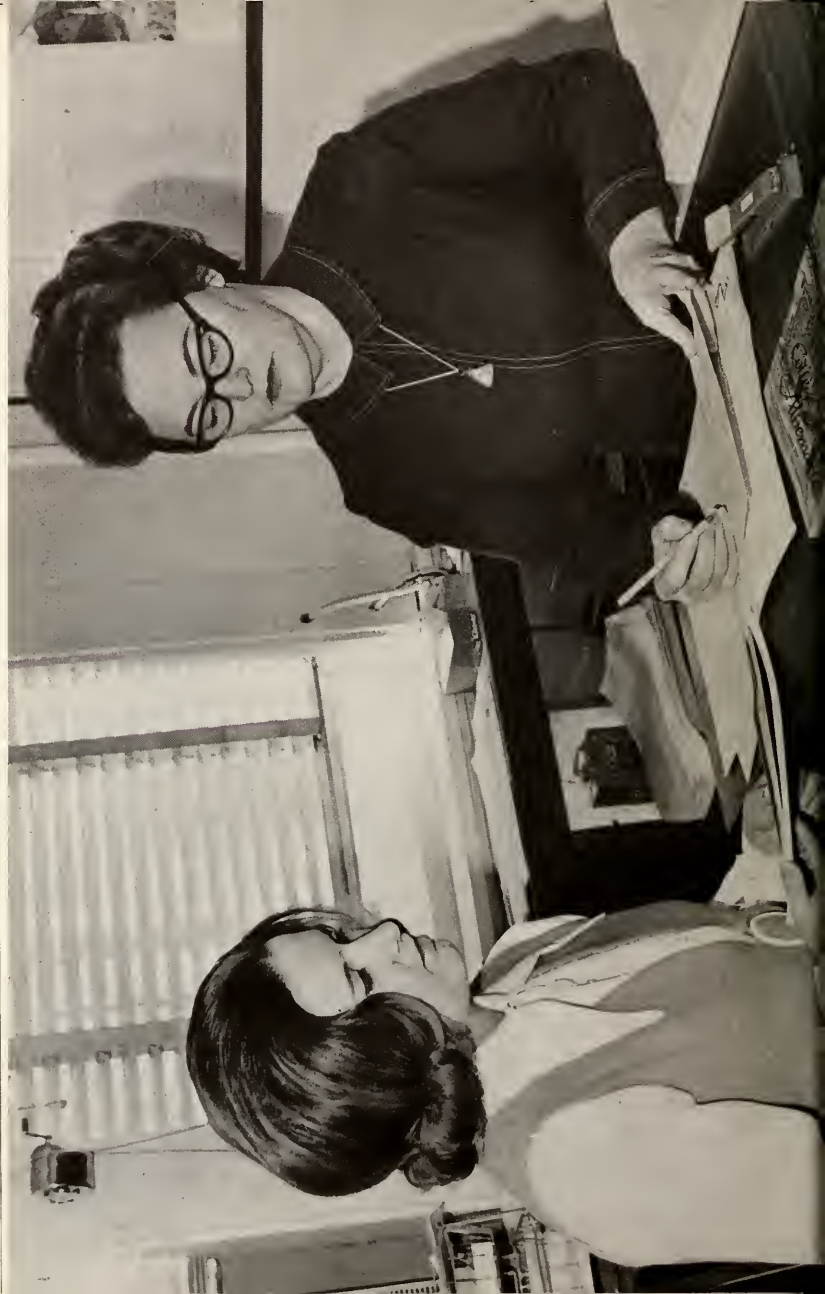
VETERANS AFFAIRS

All programs offered by the College of The Albemarle are approved for veteran's education benefits. The College, with the cooperation of the Veteran's Administration, assists veterans and students who are children of disabled or deceased veterans. The local Office of Veterans' Affairs may be contacted for information and application forms relevant to education benefits.

HOUSING

Many students from other counties and states desire to live in Elizabeth City while attending the College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations. The College does not assume responsibility for the supervision of such housing.





STUDENT ORGANIZATIONS AND ACTIVITIES

Opportunities for sharing in a wide range of cultural, athletic and recreational experiences are available to students at the College of The Albemarle. Dramatic presentations and outstanding lectures are presented through the Lyceum Series. School spirit centers around the COA Dolphins during the basketball season and a large number of students participate in intramural tournaments. Dances and other recreational events are sponsored by the Student Senate throughout the year. All of these activities are considered an integral part of the student's preparation and development. Participation is encouraged by the College.

A number of student organizations are active as extra-curricular activities. These include:

1. Student Senate

All students who pay the student activity fee are members. They practice responsible citizenship by participating in a program of self-government. Officers are elected each year and a representative is chosen by each class and club organization to serve in the Student Senate. The objective of this governing body is to regulate all matters of the student community that do not fall under the immediate jurisdiction of the administration and faculty.

2. Class Organizations

The freshman class elects its officers in the fall of the year, and they organize meetings and activities throughout the year. The Student Senate officers serve as sophomore class officers.

3. Cheerleaders

A pep squad is organized each year to provide leadership of spectators of the basketball games. The cheerleaders preside at all pep assemblies.

4. Circle K

The College of The Albemarle has a chartered Circle K chapter which is sponsored by the local Kiwanis Club. All members are regularly enrolled male students and new members are voted into the club by current members. The purposes of the club are to build scholarship and leadership.

Each year the Circle K members of the College of The Albemarle award a scholarship to a male student who has

shown need and worthiness through his scholarship and leadership in connection with the College. The scholarship is to be used for part of the student's tuition for his second year at the College of The Albemarle.

5. Language Clubs

Students who are studying either French or Spanish have organized clubs which strive to give members greater knowledge and appreciation of the French and Spanish speaking countries, their culture and their language. Meetings are held periodically and persons from the community are welcome to attend and to join the clubs.

6. College Chorale

The College Chorale was organized in the 1964-65 school year. The Chorale sings at civic events and with the Albemarle Choral Society. It plays a very important role in the development of the musical talents of COA's students.

7. The Satyrs

The Satyrs, COA's dramatics club, was organized for the purposes of gaining knowledge of the theatre arts and presenting dramatic selections during the academic year. It is the aim of this club to raise the level of the critical evaluation of dramatic literature within the organization and the community and to achieve excellence in interpretation.

8. Phi Theta Kappa

This is a national scholastic fraternity which holds the same status in the community college that Phi Beta Kappa holds in the four-year college. The Nu Nu Chapter of Phi Theta Kappa was organized at the College of The Albemarle in April, 1964. Members are chosen on the basis of high scholastic standing, character, leadership, and service to the College.

Phi Theta Kappa presents an award to the most outstanding member of the graduating class each year. This award, known as the Phi Theta Kappa Cup, honors the student with the highest academic average in his or her class.

The awarding of this Cup is designed to promote, encourage, and reward scholastic excellence on the part of our students, and is presented during the graduation ceremony by the Phi Theta Kappa president.

9. Phi Beta Lambda

Phi Beta Lambda is a national business fraternity for business administration and secretarial administration students. Organized at the College of The Albemarle in 1965, members are chosen on the basis of character, leadership, meritorious scholastic standing, and interest in business as a career.

10. Varsity Club

The Varsity Club awards monograms to those who have participated significantly in COA athletic events. The object of the Club is to encourage good sportsmanship, as well as the intellectual and physical development of its members.

11. The Science Club

Membership in the Science Club of the College of The Albemarle, which is affiliated with the North Carolina Collegiate Academy of Science, is open to any student at the college who displays an interest in any field of science. The club and purposes are to view, discuss, and promote interest in all aspects of science. This objective is achieved with bi-monthly meetings, guest speakers, and field trips.

12. Student Publication

The Old Salt is the school newspaper. It serves the school as a means of expression for the students, for communication with the community, and as a forum for review by other schools.

The Beacon, COA's yearbook, represents a summary of the events occurring at the College of The Albemarle during the school year.

The Argus, the campus literary magazine, provides an avenue of publication for original material by students and faculty. The staff consists of a cross-section of academically qualified freshmen and sophomores with an interest in literary criticism. Material is accepted from any member of the student body for consideration. Features include prose, poetry, art, and photography.

13. Intramural Activities

COA's intramural program offers an opportunity for recreational activity to all who want to participate. Its activities are adapted to times available for the maximum student participation and are selected so that they do not

require long periods of practice to ready teams or individuals for competition.

The intramural activities at COA include soccer, basketball, volleyball, bowling, track and field, softball, table tennis (singles and doubles), horseshoes (singles and doubles), lawn tennis (singles and doubles), golf, flag football, archery, and the annual Cross Country Run.

Winning teams are recognized in each sport at an awards convocation. At this time all members of winning teams are presented certificates and medals. The most valuable player in the league, as voted by all participants, is presented a trophy.

At the end of the year the individual man and woman who have earned the most points as determined by the Intramural Point System are awarded trophies in recognition of their outstanding contribution to the overall intramural program.



BUSINESS OFFICE



GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For admission to the College of The Albemarle as a candidate for a degree, the applicant must be a high school graduate or equivalent and must satisfy the admissions officials as to his intellectual, physical, emotional, social and moral fitness to undertake work at the College.

The College of The Albemarle makes no discrimination regarding race, color or creed for admission into any of its programs.

Preparatory training should emphasize the traditional academic subjects. The recommended high school credits include:

English	4 Units
Foreign Language	2 Units
Mathematics	2 Units
Social Studies	2 Units
Natural Science	1 Unit
Electives	5 Units

Students who plan to transfer to other colleges should consult the catalogs of those institutions for entrance requirements.

The College admits a limited number of students who are not pursuing a planned program. These students are classified as Special Students and do not have class standing.

Every student is required to have a physical examination prior to his initial registration. Upon application for admission to the College a form is provided to the student which he is expected to have completed by his physician and returned to the Admissions Office to satisfy this requirement.

ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS FROM OTHER INSTITUTIONS

A student desiring to transfer to the College of The Albemarle from another institution must be able to meet the admission requirements in effect at the time of his application and to provide proof of his eligibility to return to the institution last attended. If the student is ineligible to return to that institution or if he has been placed on probation by that institution, he may be admitted to the College of The Albemarle on probation. However, program selection and placement responsibility resides in the office of the Dean of Student Affairs.

Credit is given for satisfactory work completed at accredited institutions and institutions administered by the N. C. Department of Community Colleges if it parallels work offered at the

College of The Albemarle. All transfer credit is awarded pending successful completion of one quarter as a full-time student at COA.

Transfer students must maintain a "C" average on all work attempted (at least 36 hours) at the College of The Albemarle to be eligible to graduate. If the "C" average is maintained, all grades transferred to the College will be considered with those earned at COA to determine honors and rank in class.

FRESHMAN ORIENTATION PERIOD

The purpose of the orientation program is to introduce the student to his new environment and to acquaint him with the policies and rules of the College. Receptions, assemblies, lectures, and open forum discussions are held to assist in making effective adjustment to college life.

REGISTRATION

Students must register on the day designated for registration. A fee is charged for late registration. Late registration is permitted up to one week after classes start. All past accounts owing to the college must be paid before permission to register can be given. All current tuition and fees are due and payable on the day of registration.

CLASS ATTENDANCE

Students are expected to attend all classes and are directly responsible to their instructors when they fail to attend. When a student's absences exceed one class hour per credit hour carried by the course, his teacher *may* disenroll him with a grade of "F" in the course.

SYSTEM OF GRADING

Each Student receives a grade in each course at the close of the quarter. The system of grades is as follows:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A	Superior	4 per quarter hour
B	Good	3 per quarter hour
C	Average	2 per quarter hour
D	Poor, but passing	1 per quarter hour
F	Failure	0 per quarter hour
I	Incomplete	0 per quarter hour

An incomplete (I) is given only when circumstances do not justify giving a specific grade. It must be removed by the end of

the next quarter following the one in which the incomplete (I) was received. If not removed within this time, the Incomplete (I) becomes a Failure (F).

AUDITING COURSES

Students who wish to audit courses must follow the usual procedure for registration. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit and are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.

CLASS CHANGES

A student who finds it necessary to withdraw from a course must apply to the Dean of Student Affairs. The application form, when signed by the Dean of Student Affairs and the instructor or advisor, is then to be presented to the Registrar.

A student may drop a course during the late registration period without receiving a grade by following the above procedure. A student who withdraws during the first four weeks of a quarter will receive the grade (W). After the fourth week of a regular quarter, a student doing satisfactory work who withdraws because of medical or emergency circumstances with the approval of the Dean of Student Affairs and the instructor, will receive the grade (W); all later withdrawals will result in a grade of I, F or W, to be determined by the instructor.

WITHDRAWAL FROM COLLEGE

A student who withdraws is expected to confer with his advisor and clear through the office of the Dean of Student Affairs, the Registrar, and the Business Manager. No withdrawal is considered official unless this procedure has been followed. Should the student be unable to present himself at the office of the Dean of Student Affairs office, he should promptly advise the College in writing of his decision to withdraw and state the reason for discontinuing attendance. Any student leaving the College without following the official procedure will automatically receive the grade of (F) in all courses and will forfeit any refund of tuition to which he might otherwise be entitled.



ACADEMIC PROBATION AND SUSPENSION

A student may be placed on academic probation in accordance with the following standards:

*Minimum Quality
Point Average
Needed to Remain
in Good Standing*

1.4
1.6
1.8
2.0

*Quarter Hours
Attempted*

1-21
22-41
42-67
68—

If the student is unable to meet the minimum quality point average in relation to the total number of quarter hours attempted as indicated in the above standards, he will be placed on probation at that time while enrolled in College of The Albemarle. There are two categories of probation students, having the following enrollment load limits:

Probation I—1st term on probation—maximum 12 credit hours of enrollment with Group Counseling

Probation II—2nd term of probation—maximum 9 credit hours of enrollment with Group Counseling and Supervised Study

If the student is unable to meet the minimum quality point average for being placed in good standing by the end of Probation II, suspension of the student will be automatic.

A student will be suspended at the end of the first quarter on probation if he does not attend Group Counseling and any other Preparatory Courses to which he is assigned.

A transfer student may be admitted on Probation I if his quality point average does not meet the above standard for good standing, considering the total number of hours attempted at all institutions previously attended.

Following his first quarter at the College of The Albemarle, the transfer student's quality point average will be computed only on work attempted at this institution, and his standing will be determined by applying the standards above. The transfer student's total hours attempted will be computed by summing all work attempted at all institutions.

A student who is suspended may appeal his suspension on the basis of steady, positive progress made, although his overall quality point average is less than that needed to remain in good standing. Requests for reinstatement are to be addressed to the Academic Suspension Appeals Committee which consists of the

Dean of Instruction (or his designee), the Dean of Student Affairs (or his designee), the Group Counseling instructor, and the Director of the Division in which the suspended student was enrolled. Students who are reinstated will be reinstated on Probation II and may be assigned additional work in the Learning Laboratory by the Group Counseling instructor.

DISMISSAL

The College reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the College or the student. Such action is the responsibility of the Faculty Discipline Committee. Any student may appeal a suspension decision by letter to the President of the college.

ACADEMIC LOAD

Sixteen hours of college work is considered the normal student load. Permission must be obtained from the Dean of Student Affairs for scheduling more than eighteen hours of work. A student enrolled in at least twelve hours of work is considered to be a full-time student.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a minimum of 12 quarter hours of work and maintain at least a "B" average, with no grade lower than a "C".

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.

THE PRESIDENT'S SERVICE CUP

The President's Service Cup is awarded by the President of College of The Albemarle at the annual graduation exercises to the graduate who has contributed most in services to the College during his two years of attendance at the College of The Albemarle. Selection of this student is made through a vote of the faculty and administrative staff.

REQUIREMENTS FOR GRADUATION WITH THE ASSOCIATE DEGREE

I. General Statement

A. *Academic Requirements*

The College awards the degrees listed below to persons who have fulfilled the following requirements:

1. Completion of at least 96 hours of collegiate work with at least a C (2.0) average. In computing the grade point average all work attempted at the College of The Albemarle shall be considered.
2. All of the requirements listed in the catalogue at the time a student begins his work toward a particular degree, or at the time he plans to graduate, must be met.
3. Of the *last* 45 hours of work completed for a degree, at least 36 must be completed at the College.
4. Petitions for exceptions to these academic requirements will be considered by the Faculty Executive Committee.

B. *Other Requirements*

1. Degrees will not be awarded to students with unmet financial obligations to the College.
2. No student shall be excused from Physical Education requirements. Such factors as age or medical reasons may dictate necessary adaptations to the normal program; however, only after a review of each case by the Chairman of the Physical Education Department, Dean of Student Affairs, and Medical Personnel, shall adjustments be made. Limited activities or activities designed to help the individual adjust to his particular situation and needs shall be of primary concern. Veterans shall not be excused from the Physical Education requirements. Military Service is not a substitute for Physical Education.

II. General Degree Requirements

A. *Associate in Arts Degree*

	<i>Quarter Hours</i>
English Composition	9
Mathematics	5
Natural Science	12
Humanities	9

Social Science	9
Physical Education	6
	—
	50
Electives	46
	—
Total	96

B. *Associate in Applied Science Degree*

	<i>Quarter Hours</i>
English Composition	9
Mathematics	9
Social Science	3
Physical Education	6
Technical and Related	69
	—
Total	96

Candidates for the Associate in Applied Science degree must meet the requirements stated above and all other requirements outlined in the curriculum in which the student is enrolled.

III. Definitions

A. *Humanities*

Fine Arts, Literature, Foreign Language, and Speech courses.

B. *Natural Science*

Biology, Chemistry and Physics courses.

C. *Social Sciences*

Economics, Geography, History, Political Science, Psychology, Sociology, and Education courses.

FEES AND EXPENSES

College Transfer Curricula

*Tuition (per quarter)

In-state resident (14 or more quarter hours)	\$ 42.00
Non-resident (14 or more quarter hours)	105.00
Reduced hours (less than 14 hours)	
Resident—per quarter hour	3.00
Non-resident—per quarter hour	7.50
Late registration fee	5.00
Activity fee	9.00

Technical and Vocational Curricula

Tuition (per quarter)

In-state resident (13 or more quarter hours)	32.00
Non-resident (13 or more quarter hours)	80.00
Reduced hours (less than 13 hours)	
Resident—per quarter hour	2.50
Non-resident—per quarter hour	6.50
Late registration fee	5.00
Activity fee	9.00
For the nursing program only, no student activity fee is added.	

All tuition and fees are due and payable at time of registration.

All past accounts owing to the college must be paid before permission to register can be given.

Cost of books, supplies, and gym uniforms, while varying according to the courses of study, should total approximately \$100 per year—the *major expense* occurring in the *Fall* quarter.

Candidates for graduation will be charged a fee in the Spring quarter to cover costs of diploma, and cap and gown rental. This fee is non-refundable.

Each full-time student (carrying 12 or more quarter hours) pays an *activity fee* adopted and administered by the Student Senate. This entitles the student to admission to many College-sponsored activities. Full-time students enrolled for three consecutive quarters will be given yearbooks without additional charge.

* *Developmental* courses (see page 100) will be charged at the rate of \$2.50 per credit hour. Total tuition will be figured at this rate plus the regular charge per quarter hour for other courses taken—not to exceed the applicable maximum tuition charge. Fees are additional.

RESIDENT STATUS FOR TUITION PAYMENT

The tuition charge for legal residents of North Carolina is less than for non-residents. To qualify for in-state tuition, the student (or in the case of a minor, his parent or guardian) must have *maintained legal* residence in North Carolina *with intention* of making it a *permanent domicile* for at least six consecutive months immediately prior to his enrollment or re-enrollment. For tuition assessment purposes, a person does not establish a domicile *merely* by spending time in North Carolina, payment of taxes, owning property, voting, *or by attending an institution of higher education*. A student may retain his in-state status for

six months after he abandons his legal residence in North Carolina.

In questions of doubt concerning resident status, the student is responsible for establishing proof of residence and for securing a ruling by stating his case in writing to the Business Manager.

INSURANCE

The College assumes no responsibility for injuries or losses. An opportunity will be provided for all full-time students to obtain accident insurance (\$3.00 per year), and group hospitalization insurance.

REFUNDS

Tuition refunds shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within 8 class days including the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of \$5.00 or less, except if a course or curriculum is not offered, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal convenience. This policy applies to evening classes as well as day classes. In the summer session, two-thirds of the tuition will be refunded only if withdrawal occurs within four class days, including the first day of classes.

All refunds are forfeited for any student failing to adhere to proper withdrawal procedures as described in the section on "Withdrawal."

Where a student, having paid the required tuition, withdraws from the College before the end of the quarter and the reasons for the withdrawal are found excusable by the College administration, the student may be allowed credit for unrefunded tuition if he applies for re-admission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

TRANSCRIPT OF RECORDS

Upon request of the student, a record of academic credit earned at the College of The Albemarle will be sent to any person or agency designated by the student. Each student is entitled to one official transcript of his work without charge, provided all accounts with the College have been settled satisfactorily. Additional transcripts will be provided upon payment of a fee of one dollar per transcript.









PROGRAMS OF STUDY

THE COLLEGE TRANSFER EDUCATION PROGRAM

The college transfer program is designed to provide academic course work which is transferable to senior institutions. If properly selected, all course work should transfer without loss of credit and the student should be granted junior status at the senior institution after graduation from College of The Albemarle.

College of The Albemarle provides professional counseling and a faculty advisory system to help the student plan his program for transfer to the college or university of his choice. The student should realize, however, that the requirements for senior institutions are so varied that it is impossible to design any program of study which will articulate perfectly with the programs of every senior institution. The student should consult the catalog of the institution to which he plans to transfer. Final responsibility for selecting the proper courses must rest with the student.

SAMPLE TWO-YEAR COLLEGE TRANSFER EDUCATION PROGRAMS

Note: These are *sample* programs of study. They should not be considered to be prescriptive on the part of the student or his advisor. Each student's schedule is flexible and is governed by such factors as educational background, academic aptitude, interests, proposed field of study, choice of four-year institution to which he plans to transfer, and requirements at College of The Albemarle.

Pre-Liberal Arts

This program is designed to allow students to take courses comparable to those offered in the first two years of a liberal arts curriculum at a senior institution. With appropriate modifications, students planning to major in such fields as English, History, Psychology, Geography, Mathematics, the various science areas, the fine arts, and the various pre-professional areas, such as Law and Medicine, should follow this program of study. In addition, this program should be followed by all students who have not definitely decided upon an area of specialization.

Quarter Hours

English Composition (English 101, 102, 103)	9
World History (History 101, 102, 103)	9
Natural Science (Biology, Chemistry, or Physics)	12
Mathematics	5-9
Foreign Language (through Intermediate)	12-24

Literature	9
Physical Education	6
Electives to complete 96 hours	

Pre-Business Administration

The business administration program is designed for the student who wishes to transfer to a senior institution for a major in business administration.

	<i>Quarter Hours</i>
English Composition (Eng. 101, 102, 103)	9
History	9
Natural Science (Biology, Chemistry, or Physics)	12
Mathematics	5-9
Economics (Eco. 201, 202, 203)	9
Accounting (Bus. 203, 204, 205)	12
Foreign Language (through Intermediate)	12-24
Physical Education	6
Electives to complete 96 hours	

Pre-Business Education

This program should be followed by students who plan to teach business education in the public schools.

	<i>Quarter Hours</i>
English Composition (Eng. 101, 102, 103)	9
History	9
Natural Science (Biology, Chemistry, or Physics)	12
Mathematics	5-9
Economics (Eco. 201, 202, 203)	9
Accounting (Bus. 203, 204, 205)	12
Typewriting (through Advanced) (Bus. 101, 102, 103)	6-9
Shorthand (Bus. 104, 105, 201)	12
Physical Education	6
Electives to complete 96 hours	

Pre-Secondary Education

Students who plan to teach in the public schools at the secondary level should follow this program. Due to the varied nature of secondary education curricula, students in this program should plan their courses on an individual basis, taking into consideration the area in which they plan to teach and the senior institution to which they intend to transfer.

	<i>Quarter Hours</i>
English Composition (Eng. 101, 102, 103)	9
History	9
Natural Science (Biology, Chemistry, or Physics)	12
Mathematics	5-9
Speech	3
Introduction to Education (Edu. 201)	3
General Psychology (Psy. 201-202)	3-6
Educational Psychology (Psy. 221-222)	3-6
Hygiene (Hyg. 121)	3
Literature	9
Physical Education	6
Electives to complete 96 hours	

Pre-Elementary Education

This program is designed for the student who plans to teach in the elementary grades, and should be planned on an individual basis to meet requirements of the senior institution to which the student plans to transfer.

	<i>Quarter Hours</i>
English Composition (Eng. 101, 102, 103)	9
United States History (His. 201, 202, 203)	9
Geography	6
Mathematics (111, 112, 113)	9
Natural Science (Biology, Chemistry, or Physics)	12
Speech	3
Introduction to Education (Edu. 101)	3
General Psychology (Psy. 201, 202)	3-6
Educational Psychology (Psy. 221-222)	3-6
Art	3
Music	3
Hygiene (Hyg. 121)	3
Government (Political Science 211, 212)	6
Literature	9
Physical Education	6
Electives to complete 96 hours	

Pre-Music

This program is designed for students who plan to transfer to senior institutions to obtain a Bachelor of Music or a comparable degree. Students in this program should refer to the requirements for the Associate in Arts Degree if they plan to obtain this degree.

	<i>Quarter Hours</i>
English Composition (Eng. 101, 102, 103)	9
History	9
Mathematics	5
Natural Science (Biology, Chemistry, or Physics)	12
Physical Education	6
Foreign Language (elective)	12*
Music Theory (Mus. 102, 103, 104, 202, 203, 204)	18
Sightsinging and Dictation (Mus. 105, 106, 107, 205, 206, 207)	12
Voice, Piano or Organ	12
Music History and Literature (Mus. 220, 221, 222)	9
Chorus (Mus. 117, 118, 119, 217, 218, 219)	6

* Voice majors required to have one year of French.

Students who do not intend to receive the A.A. degree at College of The Albemarle may meet either the Mathematics or Natural Science requirement and still transfer much of their work to senior institutions.

TECHNICAL EDUCATION PROGRAMS

The following curricula in Secretarial Administration, Drafting and Design Technology, Electronics Technology and Teacher Aide Technology are suggested for students in these programs. Deviations from the programs of study outlined must be approved *in writing* by the Director of the Technical Division. These technical curricula are primarily intended to prepare the student to enter employment upon completion.

The Associate in Applied Science Degree is awarded after all REQUIREMENTS FOR GRADUATION have been completed. Students who plan to enter employment immediately after graduation should schedule as many extra classes in their specialty area as possible to better prepare themselves for the world of work.

ADMISSION REQUIREMENTS

Minimum Admission Requirements For Electronics, and Drafting and Design Technology

Requirements for admission of a candidate to the regular two-year Electronics, and Drafting and Design Technology programs include the following qualifications. The candidate:

1. Must be a high school graduate or the equivalent.
2. Must submit transcripts of high school education.

3. Must have high school credit for two units of mathematics, one in algebra and the other in plane geometry or an equivalent in modern mathematics. One-half unit of trigonometry is desirable. Those who fail to meet the accepted standards for technical mathematics, as determined by appropriate tests, will be required to complete successfully a prerequisite mathematics course to remove the deficiency.
4. Should have completed one unit of science (beyond general science) with laboratory—physics, chemistry, biology, etc. More than one laboratory science in high school is encouraged.
5. Must demonstrate aptitude for technical training as determined by standard tests. These tests will aid in student selection, placement, and guidance.
6. Must be in acceptable condition of physical and mental health.
7. Must have an interview with a representative of the Technical Education Division for discussing enrollment plans and career goals.

ELECTRONICS TECHNOLOGY

Associate in Applied Science Degree

First Year

First Quarter	Second Quarter	Third Quarter
T-ELN 101 6	T-ELN 102 6	T-ELN 103 6
ENG 101 3	ENG 102 3	T-TEC 201 4
T-MAT 105 or	T-MAT 106 or	T-EDP 101 3
MAT 101 5	MAT 102 4-5	Elective 3
DFT 101 3	T-DFT 104 2	PED 103 1
T-TEC 101 1	PED 102 1	
PED 101 1		17
	16	
19		

Summer Session

T-ELN 104 4

T-ELN 105 4

Second Year

First Quarter	Second Quarter	Third Quarter
T-ELN 201 4	T-ELN 203 4	T-ELN 206 4
T-ELN 202 4	T-ELN 204 4	T-ELN 216 4
PHY 201 4	T-ELN 215 4	PHY 203 4
ECO 205 3	PHY 202 4	Elective 3
PED 201 1	PED 202 1	PED 203 1
	17	16
16		

DRAFTING & DESIGN TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE DEGREE

First Year

First Quarter		Second Quarter		Third Quarter	
DFT 101	3	DFT 102	3	DFT 103	3
T-DES 101	3	T-DES 102	3	T-DES 103	3
ENG 101	3	ENG 102	3	T-TEC 201	4
PED 101	1	PED 102	1	PED 103	1
T-MAT 105	5	T-MAT 106	4	T-DFT 214	3
T-TEC 101	1	T-DFT 104	2	T-DFT 105	2
	16		16		16

Summer Session

T-DFT 207 3

T-DFT 208 3

Second Year

First Quarter		Second Quarter		Third Quarter	
T-DFT 201	3	T-DFT 202	3	T-DFT 203	3
PHY 201	4	PHY 202	4	PHY 203	4
PED 201	1	PED 202	1	PED 203	1
T-DFT 215	3	T-DFT 205	4	T-DFT 206	3
ECO 205	3	Elective	3	Tec Elective	3
T-EDP 101	3			Elective	3
	17		15		17

Minimum Admission Requirements for Secretarial Administration and Teacher Aide Technology

Requirements for admission of a candidate to the regular two-year Secretarial Administration and Teacher Aide Technology programs include the following qualification. The candidate:

1. Must be a high school graduate or the equivalent.
2. Must submit transcripts of high school education.
3. Must demonstrate aptitude for technical training as determined by standard tests. These tests will aid in student selection, placement, and guidance.
4. Must be in acceptable condition of physical and mental health.
5. Must have an interview with a representative of the Technical Education Division for discussing enrollment plans and career goals.

SECRETARIAL ADMINISTRATION

Associate in Applied Science Degree

First Year

First Quarter	Second Quarter	Third Quarter
*BUS 101 3	BUS 102 3	BUS 103 3
ENG 101 3	ENG 102 3	ENG 103 3
BUS 106 5	BUS 108 5	Elective 3
BUS 107 3	Math Elective 3	HIS 103 3
HIS 101 or 102 3	Social Science	*BUS 104 5
PED 101 1	Elective 3	PED 103 1
	PED 102 1	
18	18	18

Second Year

First Quarter	Second Quarter	Third Quarter
Elective 3	SPE 101 3	SPE 201 3
BUS 105 4	BUS 201 3	T-BUS 109 3
T-EDP 101 3	BUS 209 3	T-BUS 222 4
T-BUS 212 4	T-BUS 221 4	T-BUS 210 2
T-BUS 115 3	Elective 3	Elective 3
PED 201 1	PED 202 1	PED 203 1
18	17	16

* Elective hours may be substituted for either or both Elementary Typing & Elementary Shorthand if performance on proficiency tests in these skills indicate that students may be exempted from them.

Students wishing to substitute Stenoscrypt for Gregg Shorthand (with minimal loss of transferable college credit) may do so upon consultation with Secretarial Program Advisor.

TEACHER AIDE TECHNOLOGY

Associate in Applied Science Degree

First Year

First Quarter	Second Quarter	Third Quarter
ENG 101 3	ENG 102 3	SPH 101 3
MAT 111 3	MAT 112 3	Elective 3
HIS 201 or 3	HIS 202 or 3	HIS 203 or 3
GEO 103 3	GEO 104 3	Elective 3
BUS 101 3	BUS 102 3	T-EDU 231 3
EDU 201 3	PSY 221 3	PSY 222 3
PED Act. 1	PED Act. 1	PED Act. 1
16	16	16

Second Year

First Quarter	Second Quarter	Third Quarter
ART 103 3	ART 104 3	Elective 3
MUS 100 2	MUS 101 2	Elective 3
T-EDU 232 3	PSY 231 3	HYG 121 3
T-EDU 241 3	EDU 298 5	EDU 299 5
Elective 3	Elective 3	
PED 221 3		
17	16	14

VOCATIONAL EDUCATION PROGRAM

OBJECTIVES OF THE VOCATIONAL EDUCATION DIVISION:

The purpose of the Vocational Education Division is to guide youth and adults in acquiring vocational competency in the knowledge and skills that will help them to become well-adjusted, useful, and self-supporting citizens.

The courses are designed to prepare for initial employment, retraining for new skills, or for advancement in a vocation. Students are expected to acquire the skills and technical knowledge that become assets for employment in business and industry.

GENERAL REQUIREMENTS:

An applicant to the full-time day programs must present a certificate of graduation and a transcript of his record from a recognized high school, or he may present a High School Equivalency Certificate.

An applicant must be 18 years of age and not attending a school at the high school level.

CLASS ATTENDANCE:

Students are expected to attend all classes. Any work missed due to absences must be made up and is the responsibility of the student.

Absences will be excused only upon the presentation of a doctor's verification of illness or other *bona fide* justification of the absence. The excuse must be submitted to the office of the Vocational Education Division Director within 24 hours after the student returns to school.

Absences for any reason are the responsibility of the student, and missing more than twenty-five percent of the class meeting hours or 5 consecutive absences subjects the individual to be dropped from the course with a grade of "F". The student may appeal to the Dean of Instruction in the case of extreme emergency.

WITHDRAWALS

A student who withdraws from the vocational day program is expected to confer with his advisor and clear through the Director of the Vocational Division and the business office. Any student who leaves the program without officially withdrawing will receive a grade of "F" in all courses. Application for withdrawal should be made to the Dean of Student Affairs.

PROBATION AND SUSPENSION

Any student failing to pass $\frac{1}{3}$ of his work on an hourly basis will be automatically excluded from registration for the next quarter.

Any student failing to pass $\frac{2}{3}$ of his work on an hourly basis will be placed on probation for the next quarter. If the student does not pass more than $\frac{2}{3}$ of his work the quarter he is on probation, he will be automatically excluded from registration for the next quarter. After three quarters of work in which the student does not pass $\frac{2}{3}$ of his work, he will be automatically suspended and may be reinstated only by the Faculty Executive Committee. Request for reinstatement will be sent through the Vocational Director to the Faculty Executive Committee.

REQUIREMENTS FOR DIPLOMA OR CERTIFICATE

A diploma is awarded the student who successfully completes the prescribed trade or adult program of instruction.

Awarding of a diploma is also based upon payment of all financial obligations owed to the College.

A diploma and pin will be given to students who successfully complete the Nursing Program.

PROGRAMS OF STUDY

Automotive Mechanics Trade

First Quarter

		Course Title	Class	Hours per week*		
				Lab.	Shop Prac.	Cr. Hr. Equiv.
AUT	1100	Auto Engines	3	9	8	7
MAT	1000	Fundamentals of Mathematics	5	0	0	5
DFT	1000	Blueprint Reading I	4	0	0	4
ENG	1020	Reading Improvement	2	0	0	2
			14	9	8	

Second Quarter

AUT	1110	Auto Electrical & Fuel Systems	3	9	8	7
MAT	1010	Vocational Mathematics	3	0	0	3
PHY	1040	Applied Physics I (elec.)	1	2	0	2
MEC	1250	Structure of Metals	3	0	0	3
ENG	1030	Communication Skills	2	0	0	2
			12	11	8	

Third Quarter

AUT	1120	Automotive Power Train Systems	3	9	8	7
PSY	1060	Industrial, Community and Personal Relations	2	0	0	2

PHY 1050	Applied Physics II (light & heat)	1	2	0	2
WLD 1400	Basic Welding	2	3	0	3
		8	14	8	

Fourth Quarter

AUT 1130	Automotive Chassis & Suspension	3	3	4	4
AUT 1140	Automotive Air Conditioning	2	3	0	3
BUS 1103	Small Business Operations	2	0	0	2
PHY 1060	Applied Physics III (mechanics)	1	2	0	2
AUT 1150	Automotive Servicing	3	3	4	4
		11	11	8	

MACHINIST TRADE

First Quarter

		Hours per week*			Cr. Hr. Equiv.
Course Title		Class	Lab.	Shop Prac.	
MEC 1200	Machine Shop Theory & Prac. I	3	16	0	11
MAT 1000	Fundamental of Math	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
		14	16	0	

Second Quarter

MEC 1210	Machine Shop Theory & Prac. II	3	13	0	9
MAT 1010	Vocational Math	3	0	0	3
PHY 1040	Applied Physics I (elec.)	1	2	0	2
MEC 1250	Structure of Metals I	3	0	0	3
ENG 1030	Communications Skills	2	0	0	2
DFT 1010	Blueprint Reading II	3	0	0	3
		15	15	0	

Third Quarter

MEC 1220	Machine Shop Theory & Prac. III	2	12	0	8
MAT 1020	Geometry & Trigonometry	3	0	0	3
PSY 1060	Industrial, Community and Personal Relations	2	0	0	2
PHY 1050	Applied Physics II (L&H)	1	2	0	2
WLD 1400	Basic Welding	2	3	0	3
DFT 1020	Blueprint Reading III	3	0	0	3
		13	17	0	

Fourth Quarter

MEC 1230	Machine Shop Theory & Prac. IV	3	15	0	10
MEC 1255	Structure of Metals II	3	1	0	3
MAT 1030	Machinist Math	3	0	0	3
DFT 1030	Blueprint Reading IV	2	0	0	2
PHY 1060	Applied Physics III (mech)	1	2	0	2
		12	18	0	

Machinist Trade (Second Year Option)

First Quarter

MEC 1260	Precision Machining I	3	15	0	10
DFT 101	Engineering Drawing	6	0	0	6
	Electives	6			6
		15	15	0	

Second Quarter

MEC 1265	Precision Machining II	3	15	0	10
DFT 102	Engineering Drawing	6	0	0	6
	Electives	6	0	0	6
		15	15	0	

Third Quarter

MEC 1270	Machine Repair	3	15	0	10
DFT 103	Engineering Drawing	6	0	0	3
	Electives	6	0	0	9
		15	15	0	

Fourth Quarter

MEC 1275	Jig & Fixture Building	2	0	0	6
MEC 1280	Die Making	2	9	0	6
	Electives	8	0	0	8
		12	18	0	

ELECTIVES

		Class Hours	Credit Hours
T-DES 101-102	Materials Tools & Processes	3-3	3-3
T-ELN 101	D.C. Circuits	6	4
T-ELN 102	A.C. Circuits	6	4
T-DFT 205	Descriptive Geometry	4	4
PED 101-102	Physical Education	3-3	1-1
PED 201-202	Physical Education	3-3	1-1
MAT 98-99	Basic Mathematics I	3	3*
T-DFT 214-215	Jigs and Fixtures	3	3
T-TEC 101	Introduction to Technology	1	1

MACHINE OPERATOR PROGRAM

The purpose for this program is to allow students who will not reach a level of excellence as a machinist to succeed in a specialized program allied to the Machinist Trade. This program will be three quarters in length. The first quarter is the same as the Machinist Program and during this time the instructor and advisor may evaluate the students' progress and abilities and advise them as to the program they should follow.

This program will, hopefully, offer a chance for success to some students with lower capabilities who might fail in the Machinist programs. A Machine Operator's Certificate will be presented upon successful completion of the program.

MACHINE OPERATOR

First Quarter

Course Title			Hours per week		
			Class	Lab.	Shop Prac.
MEC	1200	Machine Shop Theory & Practice	3	16	0
MAT	1000	Fundamentals of Math	5	0	0
DFT	1000	Blueprint Reading I	4	0	0
ENG	1020	Reading Improvement	2	0	0
			14	16	0

Second Quarter

MEC	1215	Lathe Operation	3	10	0
MEC	1225	Drill Press Operator	3	10	0
MAT	1010	Vocational Math	3	0	0
ENG	1030	Communication Skills	2	0	0
			11	20	0

Third Quarter

MEC	1235	Shaper Operation	3	12	0
MEC	1245	Mill Operation	3	12	0
			6	24	0

RADIO-TELEVISION SERVICING

First Quarter

Course Title			Hours per week*		
			Class	Lab.	Shop Prac.
MAT	1000	Fundamentals of Math	5	0	0
DFT	1000	Blueprint Reading I	4	0	0
ENG	1020	Reading Improvement	2	0	0
ELN	1300	Radio-Television Servicing I	3	9	8
			14	9	8

Second Quarter

MAT	1010	Vocational Mathematics	3	0	0
PHY	1040	Applied Physics I (Elec.)	1	2	0
ENG	1030	Communication Skills	2	0	0
ELN	1310	Radio-Television Servicing II	5	9	8
			11	11	8

Third Quarter

PSY	1060	Industrial, Community and Personal Relations	2	0	0
					2

PHY 1050	Applied Physics II (Light & Heat)	1	2	0	2
ELN 1320	Radio-Television Servicing III	5	12	8	11
		8	14	8	

Fourth Quarter

BUS 1103	Small Business Operations	2	0	0	2
PHY 1060	Allied Physics III (Mechanics)	1	2	0	2
ELN 1330	Radio-Television Servicing IV	5	12	8	11
		8	14	8	

*Hours Per Week—this is the minimum number of hours that each student will spend per week.

Class—refers to the time spent in the classroom.

Lab.—refers to the time spent in the laboratory at a College facility.

Shop Pract.—refers to the time spent in an actual shop or job experience, supervised by a shop foreman or other designated personnel and coordinated by the instructor or instructors in the student's area of study.

PRACTICAL NURSE EDUCATION

The College of the Albemarle and the Albemarle Hospital Board of Trustees in cooperation with the North Carolina State Department of Community Colleges offer to qualified applicants a twelve month course in Practical Nursing. Supervised clinical practice is given by qualified instructors certified by the North Carolina Department of Community Colleges.

Admission Requirements

Age: 17-50

Education: High School Graduates or persons who have passed the High School Equivalency Examination.

Health: Good mental and physical health is essential. Physical and dental examinations and immunization against smallpox, typhoid, tetanus and polio-myelitis are required.

General: Applicants must be citizens of the United States or signify their intention of becoming citizens. Entrance examinations are administered and applications are considered by an Admissions Committee composed of representatives of the College and the Albemarle Hospital.

This course is twelve (12) months in length and is divided into four quarters. Students wishing to take Practical Nursing in a Practical Nurse Education Program must meet the age level and other requirements of an accredited school. The North Carolina Board of Nursing prescribes, in accordance with the North Caro-

lina Laws related to nursing, the course of study and the standards which accredited school programs will maintain.

PRACTICAL NURSE EDUCATION

Program of Study

First Quarter

Course Title		Hours Per Quarter		
		Class	Lab.	Cl. Practice
PNE 1510	Voc. Adjustments	15		
PNE 1516	Nursing-incl. C. Drugs	55	21	21
PNE 1511	Health	15		
PNE 1514	Nutrition	33		
PNE 1522	Growth and Development	22		
PNE 1513	Microbiology	18		
PED 101W	Physical Education	30		
ENG 1040	Language Arts	22		
PNE 1512	Anatomy and Physiology	55		
		265	21	21

Second Quarter

PNE 1520	Med. Surg. Nsng. I	44		
PNE 1521	Maternity Nsgn.	22		
PNE 1525	Nursing II	22		
PNE 1533	Ped. Incl. Com. disease	44		
PNE 1521	Newborn Cl. Experience			24
PNE 1520	Med. Surg. Nsng. Experience			228
		132		252

Third Quarter

PNE 1530	Med. Surg. II	54		
PNE 1534	Drugs and Adm.	34		24
PNE 1514	Diet Therapy	32		
PNE 1533	Ped. Clinical Experience			96
PNE 1521	Mat. Clinical Experience			72
PNE 1531	Med. Surg. Clinical Experience			72
		120		264

Fourth Quarter

PNE 1540	Med. Surg. Nsng. III	45		
PNE 1544	Personal and Voc. Adj.	22		
PNE 1515	First Aid and Disaster	22		
PNE 1543	Mental Health	25		
PNE 1521	Maternity Clinical Experience			48
PNE 1540	Med. Surg. Cl. Experience			216
		114		264
		631	21	801

DIVISION OF ADULT EDUCATION AND COMMUNITY SERVICES

The Adult Education and Community Services Division provides educational courses and training programs and services to meet the needs of the adults in the Albemarle area not served by other educational institutions. Programs presented by this Division are available at the college, in the public school facilities, and in various locations in the following counties—Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans.

In general, a program can be presented during the day or at night whenever 10-15 persons register for a course. Each program will vary in length according to its purpose.

The programs offered are classified in the six areas listed below:

I. Academic Educational Programs

- A. Adult Basic Education
- B. High School Equivalency
- C. Learning Laboratories
- D. Adult High School Diploma Program

II. General Interest and Employment Related Programs

III. Cultural Related Programs

IV. Community Service Programs

V. Special Education Programs

VI. Professional In-Service Education

Admission Requirements

Generally speaking, any individual who is 18 years of age is eligible for admission to these programs. Some classes may have specific admission requirements. In such cases, the applicants will be informed of these requirements. Prior to the beginning of each quarter a course schedule is published and made available to prospective students upon request. Courses which begin between the regular quarters are publicized through the area news media. Adults are encouraged to contact the college and pre-register prior to the beginning of each quarter. For further information, please call the Division of Adult Education, Phone 335-0821.

Attendance

Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 75% student





attendance in each course is required to receive the Adult High School Diploma and/or the "Certificate of Achievement."

Fees

Many of these programs and classes are offered without charge; in other instances, a small fee is charged to cover the cost of instructional supplies. All fees must be paid at the first class session. Books and supplies are usually the responsibility of the student and may be purchased through the College.

Certificates

Certificates of completion are presented, upon request, to participants who satisfactorily complete a course or program.

Course Descriptions

Course descriptions for adult education courses are not listed in this publication. Only examples of the types of courses that may be offered are listed. Specific course descriptions are furnished upon request or in a schedule of courses which is made available before the beginning of each quarter. Courses that are not listed in this publication may be offered upon request.

Class Locations

Many adult education courses and services are provided on the campus at College of The Albemarle. Other courses and services are provided in the different communities within the college's area of service.

Listed below are the various areas in which programs are presented with examples of specific courses that may be taken in each area:

I. Academic Education Programs

A. *Adult Basic Education (ABE)*—Consists of organized classes two nights per week, two and one-half hours per night.

Level I—For those Adults who have completed less than four grades of formal education (Grades 0-4).

Level II—For those Adults who stopped in grades 5-8 or who have completed Level I in Basic Education.

The programs in this area are designed so that individuals 16 years of age or older may complete their education in grades 1-8 regardless of where they may have stopped their formal education.

B. *High School Equivalency (GED)*—Consists of organized classes, two nights per week, two and one-half per night.

Level I—For those Adults who stopped school in grades 9-10 or who have completed Level-II in Basic Education.

Level II—For those Adults who stopped school in grades 11-12 or who have completed Level I and Level II in Adult Basic Education Programs.

These programs offer courses which are directed toward helping an individual pass the General Education Development Tests that are given in the Learning Laboratory at the College of The Albemarle. Upon successful completion of these tests, the State Department of Public Instruction will issue to the individual the High School Equivalency Certificate.

C. *Learning Laboratories*—The Learning Laboratories provide an opportunity for any interested adult, regardless of his educational background, to select appropriate courses of study from over two hundred programmed instruction courses ranging in difficulty from the elementary school level to the college level. Each of these courses is presented in a book or booklets which reduce the course content into easily learned, step-by-step units. Individuals studying most of these courses are completely free to set their own study pace. Students who are advised to complete phases of programs leading to a high school diploma, the high school equivalency certificate, or who are required to do preparatory study in association with a college curriculum, are expected to show steady progress toward a pre-determined objective in their Learning Laboratory study. There are no teacher-administered tests, grade assignments, or set speeds of completion for most programmed instruction courses.

Following is listed the various subjects that are available in the Learning Laboratories located at: The College of The Albemarle; the Swain Elementary School in Edenton, N. C.; and, the Manteo Elementary School in Manteo, N. C. The following equipment is available for use by the students in the Laboratories: Sound Film-strip Projector, Tape Recorder, Controlled Reader, Rateometer, and Record Player.

SUBJECTS

READING AND LANGUAGE

Reading instruction at all levels
Practice, and drill in individual
reading skills
Vocabulary development
Spelling Punctuation
Grammar Composition
Business letter writing

ECONOMICS

American Economics Series

ACADEMIC SKILLS

How to Study How to Read Maps
Slide Rule Latitude and Longitude

Literature

Poetry
Adventures in Reading 1, 2, 3

GENERAL INTEREST

Musical Notation The Game of
The Game of Bridge
Chess Interior Decorat-
Theology ing
Flower Arrange-
ment

MATHEMATICS

Modern Math—Jr. High
Arithmetic Subtraction
Addition Division
Multiplication Decimals
Fractions Square Root
Per Cents
Probability
Algebra—Modern & Traditional
Geometry—Plane & Solid
Trigonometry
Calculus Logarithms Statistics

SOCIAL STUDIES

United States History
United States Geography
The Constitution The Bill of Rights
How a Bill Becomes a Law

BUSINESS

Bookkeeping Accounting
Shorthand Management Skills
Arithmetic of Basic Filing
Computers
Consumer
Mathematics

SCIENCE

Psychology General Science
Biology Physics
Chemistry Vectors

TECHNICAL

Electronics Blueprint Reading
Transistors Electricity

FOREIGN LANGUAGE

French Spanish German
(reading, writing, speaking)

HEALTH

First Aid Nutrition
Safety Personal Health

D. *Adult High School Program*—Through the Adult High School Program a student may earn the Adult High School Diploma. Before receiving the Adult High School Diploma, an adult must demonstrate proficiency in reading, vocabulary, english expression, mathematics, general science, and social studies as measured by appropriate tests. Instruction is available in all of these areas through classroom, as well as programmed, instruction. The Adult High School student must also satisfactorily complete four approved electives before he is granted the Adult High School Diploma.

An adult may also take high school level courses as preparation for taking the General Educational Development Tests in an attempt to earn the High School Equivalency Certificate.

Additional information concerning this opportunity to earn a High School Diploma may be obtained by contacting the College.

II. General Interest and Employment Related Programs

These programs offer opportunities for an individual to take courses in response to an interest, for upgrading in employment,

or for qualifying for employment.

Agricultural

Farm Records
Ornamental Horticulture
Fertilizers and Lime

Pesticides
Poultry Management
Welding for Farmers

Business

Accounting
Typing
Office Procedures

Bookkeeping
Shorthand
Office Management

Construction

Bricklaying
Blueprint Reading
Carpentry

Housewiring
Plumbing

General Interest

Effective Listening
Furniture Upholstery
Income Tax
Cake Decorating
Knitting
Sewing
Air Conditioning & Refrigeration
Reading Improvement
Real Estate Fundamentals
Small Engine Repair

Welding
Boating
Slinnastics
First Aid
Homemaking
Adult Driver Education
Modern Math
Speed Reading
Safety Courses
Public Speaking

This list, of course, is not inclusive, but illustrates the broad range of types of courses available. For further information please contact the College.

III. Cultural Programs

These activities offer opportunities for young and old to further develop an area of interest, to pursue a hobby, or to learn how art plays a role in many aspects of life.

A. *Albemarle Choral Society*—The Society was organized to give talent in the area the opportunity for training and experience in concerted vocal art forms of music and composition. In order to achieve its intended purpose an area organization consisting of two study-performance divisions has been established in Edenton (S.W. Division) and in Elizabeth City (N.W. Division).

B. *Fine Arts*—Courses are offered in the following areas:

Decoupage
Figure Drawing
Interior Decorating
Metal Enameling
Flower Arranging
Arts & Crafts

Painting (Oil)
Pottery
Printmaking
Sculpture
Water Color
Millinery

C. *Lyceum Series*—The program is designed to present a series of educational, cultural and entertainment events. These

events feature nationally known performers and performing groups each year.

- D. *Photographic Slide Presentations*—Photographic slide presentations on Dare and Pasquotank Counties are available to various clubs and groups upon request. These slides reveal the historical, cultural and recreational aspects of each county.

- IV. **Community Service Programs**—College of The Albemarle sponsors and promotes a number of community services which contribute to the cultural, economic, and civic improvement of the community. Such services may arise from almost every program area. Community service activities include the following:

Seminars and Conferences
Speakers' Bureau
Discussion Groups
Lecture and Film Series

Fine Arts Exhibits
Musical Programs
Community Studies
Drama Programs

V. **Special Education Programs**

Ambulance Attendants Training
Fire Service Training
Fisheries Training
Forensic Science Training

Hospitality Training
Law Enforcement Training
Linesman Safety Training
Supervisory Development Training
Telephone Safety Training

- VI. **Professional Inservice Programs**—Professional Inservice Programs include courses in Business Education, Health and Welfare Education, and Teacher Education. Courses are offered at the professional and sub-professional levels. Some of the courses available on the college campus are provided by senior colleges and universities and carry graduate level credit.

- A. *Business Education*—Courses in Business Education are planned especially for adults who desire business education for personal purposes. Among the courses provided by the College are the following:

Beginning Typing
Advanced Typing
Business English
Gregg Shorthand
ABC Stenoscrypt

Bookkeeping
Secretarial Procedures
Business
Correspondence
Business Math
Business Machines

- B. *Health and Welfare Education*—Health Education courses are especially designed to contribute to the improvement of health and welfare and provide opportunities for persons engaged in all aspects of health services to

up-date themselves in their professions. Courses are available in the following subject areas:

Chronic Diseases
Mental Health
Child Development
Geriatric Nursing

Home Companion for the Aged
Emotional Problems
Physical Handicaps
Preparation for Parenthood
Baby Care

C. *Teacher Education*—Teachers are increasingly seeking opportunities for professional growth through inservice education. The community college cooperates with local school agencies, senior colleges, and the universities in providing short courses, workshops and credit courses for certificate renewal and professional growth. Courses and workshops are offered in many subject areas such as the following:

Principles of Guidance
Psychology (Social)
Advanced Cultural Geography
Tests and Measurements
Foundations of Kindergarten Edu.
Classroom Art Media

Home-School-Community Relations
Introduction to Exceptional Children
Modern Math for Elem. Teachers
Social Studies in the Elem. School
Mental Health

COLLEGE OF THE AL



EVENING COURSE OFFERINGS

Courses offered during the evening hours in the College Transfer Education Division now make it possible for a student to meet graduation requirements from College of The Albemarle by attending night school alone. High School graduation or its equivalent (GED) is the only admission requirement. Courses are offered in sequence so that a student may enroll in advanced courses immediately after completing the basic ones.

Classes are scheduled Monday through Thursday evenings with courses carrying three quarter hours' credit meeting from 7:00 to 10:00 p.m. one night per week. Exceptions to this are four hour courses—science and some business courses—which meet one night for the lecture portion and one night for laboratory work each week. Each three hour night class is the equivalent of three daytime fifty-minute classes or one week of day-time classwork.

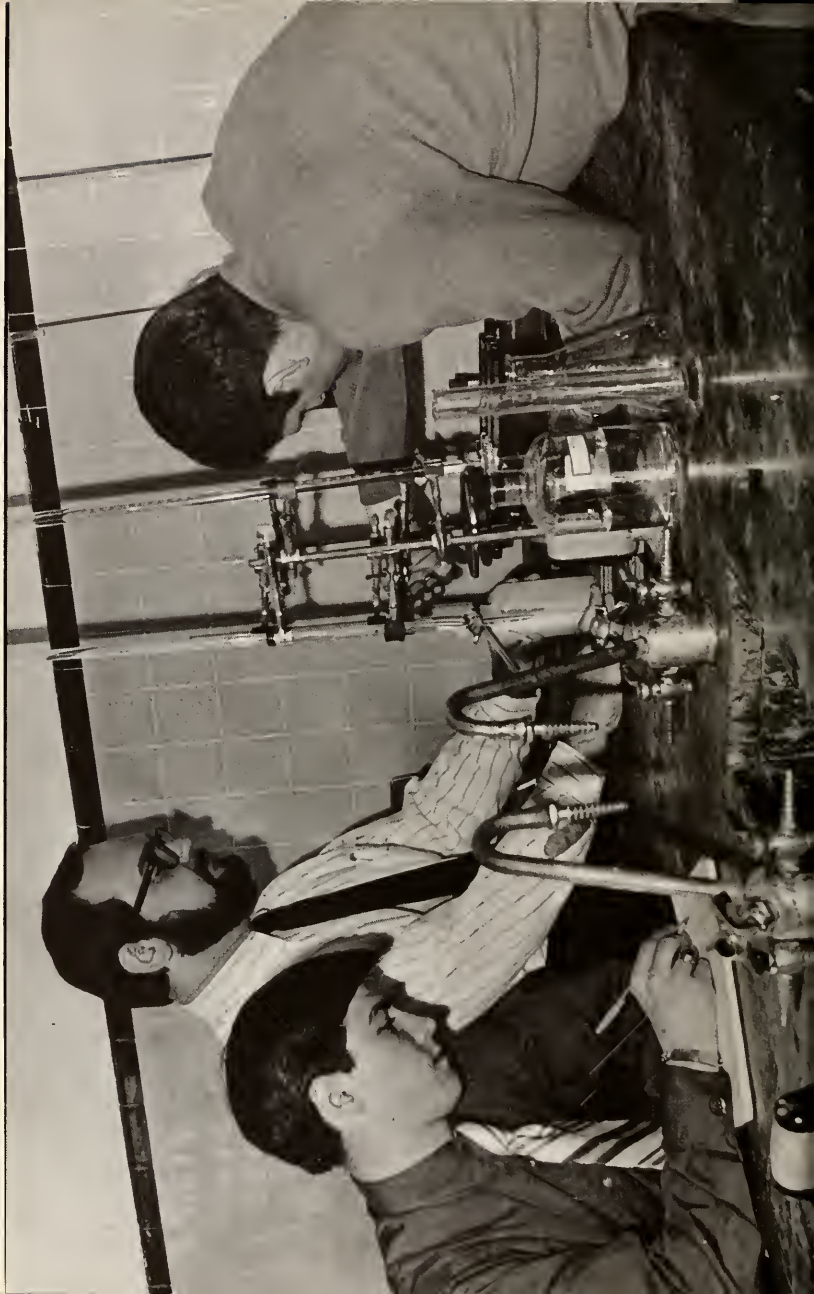
The cost for these courses is the same as for the courses offered during the day.

For information concerning the courses to be offered, please contact the College.

The part-time offerings in the Vocational Education Division and the Technical Education Division are developed to fit the needs of persons and businesses in the area. Because of the flexibility of these programs, courses are tailored to specific needs. New programs are initiated as the need is indicated by surveys, interviews and sufficient enrollment in individual classes.

Evening Vocational and Technical courses are the same as offered to the full-time vocational and technical student. The courses are scheduled to meet one or two evenings per week (7:00 to 10:00 p.m.) throughout the normal school year.

The cost for these courses is the same as for the courses offered during the day.



COURSE DESCRIPTIONS

All College Preparatory courses are indicated by a three-letter prefix and a number below 100. All Freshman College Transfer courses are indicated by a three-letter prefix and numbers ranging between 100-200. All Sophomore College Transfer courses are indicated by a three-letter prefix and numbers ranging between 200-300.

All Freshman Technical courses are indicated by the assigned three-letter prefix preceded by the letter "T" and numbered between 100-200. All Sophomore Technical courses are indicated by the assigned three-letter prefix preceded by the letter "T" and numbered between 200-300.

All Vocational courses are indicated by the assigned three-letter prefix and numbered between 1000-2000.

The class and laboratory hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog in order to broaden their educational experience.

ART

ART 100, 101, 102	History and Appreciation of Art History of Art from primitive times to the present covering painting, sculpture, and architecture. The course requires some parallel reading and is taught with reference to the life of the people during the time the art-work was created. Slides are used to supplement the textbook.	3,3,3
ART 103	Color and Design A course dealing with color theory and design principles with emphasis on design fundamentals.	3
ART 104	Drawing A course which introduces the student to drawing in various media.	3
ART 105	Figure Drawing This course will explore various media leading to an understanding of figure drawing. There will be three studios a week, and discussions and critiques of work.	3
ART 106	Painting Survey There will be three studios a week, discussion and critiques of work. This course will explore basic concepts of painting and will acquaint the student with the field of painting as a fine art.	3
ART 108	Sculpture Survey This course will expose the student to sculpture, its processes and techniques, and survey the methods and materials as well as styles of sculpture. There will be three studios a week.	3

- | | |
|----------------|---|
| ART 109 | Printmaking Survey 3
There will be three studios a week. This course will explore the printmaking processes of relief, intaglio and stencil. An introductory course to acquaint the student with the broader aspects of printmaking. |
| ART 110 | Crafts Design 3
This course will explore crafts design principles and the use of craft materials and tools. There will be three studios a week. |

AUTOMOTIVE MECHANICS

- | | |
|-----------------|---|
| AUT 1100 | Automotive Engines
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. |
| AUT 1110 | Automotive Electrical & Fuel Systems
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, alternators, regulators, ignition, accessories and wiring; fuel pumps, carburetors, emission control systems, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. |
| AUT 1120 | Automotive Power Train Systems
Principles and functions of automotive power train systems; clutches, standard transmissions, automatic transmissions, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. |
| AUT 1130 | Automotive Chassis & Suspension
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering and braking systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front end, types and servicing of brakes. |
| AUT 1140 | Automotive Air Conditioning
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. |
| AUT 1150 | Automotive Servicing
Coordinated methods of using knowledge acquired in previous automotive courses to correctly troubleshoot and repair any part of the automobile. This course incorporates diagnostic testing. |

BIOLOGY

- BIO 101** **General Biology I** 4
 An introduction to basic biological principles—the nature of science, elementary chemistry and biochemistry, cell structure and function, ecology, and molecular and Mendelian genetics. Three hours lecture, three hours laboratory.
- BIO 102** **General Biology II** 4
 An introduction to the anatomy and physiology of plant and animal systems, and a study of the origin of life and organic evolution. Three hours lecture, three hours laboratory.
 Prerequisite: BIO 101 or permission of the instructor.
- BIO 103** **General Biology III** 4
 A phylogenetic survey of living organisms. The major phyla are studied with an emphasis on evolutionary relationships. Three hours lecture, three hours laboratory.
 Prerequisite: BIO 102 or permission of the instructor.
- BIO 205-206** **Anatomy and Physiology I and II** 4,4
 An integrated anatomical and physiological study of the human body. Designed to give the student an understanding of basic human anatomy and physiology. Three lecture and three laboratory hours each.
 Prerequisites: Biology 101, 102, 103, or permission of the instructor.
- BIO 210** **Principles of Ecology** 5
 A study of basic ecological principles. Content includes productivity, nutrient cycles, pollution, environmental factors, species interaction, physiological ecology, population dynamics, community ecology, world biomes, paleoecology, and ecology and man. Three lecture hours and the equivalent of four laboratory hours per week. A week-end field trip is required.
 Prerequisites: Biology 101, 102, 103.

BUSINESS

- T-BUS 100** **Stenoscript** 3
 An easy-to-learn phonetic shorthand written with the "abc's" rather than symbols. Accepted by Civil Service and Industry. Speed of 80 words a minute can be achieved in one quarter. Class meets four hours a week. (Course will not transfer to four-year institutions.)
- BUS 101** **Elementary Typewriting** 3
 Mastery of the keyboard and development of basic techniques leading to speed and accuracy on manual and electric typewriters. Three hours class, one hour laboratory.
- BUS 102** **Intermediate Typewriting** 3
 Accuracy and speed are developed through correct typewriting techniques. Practical applications, business letters, manuscripts, tabulations, centering.
 Two hours class, two hours laboratory.
 Prerequisites: BUS 101 or demonstration of proficiency.

BUS 103	Advanced Typewriting	3
	Further development of production speed and accuracy. Application of skills: special communications, statistical tabulations, minutes, reports, legal documents, and business forms. Two hours class, two hours laboratory. Prerequisite: BUS 102.	
BUS 104	Elementary Shorthand	5
	Emphasis is placed on the mastery of word-building principles of the Gregg system, with intensive drill on brief forms and correct writing and reading techniques. Five hours class.	
BUS 105	Intermediate Shorthand	4
	Designed to perfect the knowledge of theory, to widen vocabulary range, to develop phrasing skill, and to achieve a speed of from 60 to 80 words a minute on new material. Three hours class, two hours laboratory. Prerequisite: BUS 104 or demonstration of proficiency.	
BUS 106	Introduction to Business	5
	A comprehensive introductory analysis of the modern business field, including organization, methods of operation, forms of ownership, business functions, and problems of management. Five hours class.	
BUS 107	Business Mathematics	3
	The application of standard principles of mathematics to business situations. Includes markup, trade and cash discounts, interest, depreciation, installment credit, negotiable instruments, payrolls, insurance, commissions, graphs, statistics. Three hour class.	
BUS 108	Personal Finance	5
	Covers personal and family finance, budgeting, borrowing, charge accounts, installment buying, insurance, home buying, income taxes, the stock market, other investment media. Five hours class.	
T-BUS 109	Inter-Personal Relations	3
	The course is designed to help the individual become more aware of himself, his potential, and how to react in many situations. Emphasis is placed on personality, speech, grooming, physical, mental, and social improvement pertaining to business and daily relations with others. Three lecture hours, one laboratory hour.	
T-BUS 115	Business Law	3
	A general course designed to acquaint the technical student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisites: None	
BUS 201	Advanced Shorthand	3
	Dictation at increasingly higher speeds, with a goal of from 80 to 100 words a minute on new material. Includes Transcription practice. Two hours class, two hours laboratory. Prerequisite: BUS 105.	

BUS 203-204- 205	Principles of Accounting A study of the basic accounting principles and concepts as applied to single proprietorships, partnerships, and corporations. Introduces the student to the basic concepts of cost accounting and the interpretation of financial statements. Three hours class, two hours laboratory. Prerequisite: none (BUS 107 encouraged)	4-4-4
BUS 206-207- 208	Business Law Law as it applies to business transactions, including contracts, principal and agent, negotiable instruments, principal and surety, insurer and insured, bailments, sales partnerships, corporations, and real estate. Three hours class.	3-3-3
BUS 209	Business Communications A study of the principles of modern business communication through the development of dynamic English grammar, with analysis and composition of the various types of effective business letters and reports. Three hours class. Prerequisite: ENG 103.	3
T-BUS 210	Business Machines Study of the use and operation of the various business machines. One hour class, two hours laboratory.	2
BUS 211	Marketing A study of the principles, functions, and methods of marketing products from producer to consumer. Consumer behavior, marketing consumer goods, the ways middle-men's activities affect the manufacturer's sales strategy. Five hours class.	5
T-BUS 212	Accounting Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Three hours class, two hours laboratory. Prerequisite: BUS 107.	4
T-BUS 221-222	Transcription Designed to develop rapid and accurate transcripts from office-type dictation. Includes intensive practice in machine transcription. Three hours class, two hours laboratory. Prerequisites: Typing speed of at least 40 w.p.m. and BUS 221.	4,4
BUS 1103	Small Business Operations An introduction to business covering basic business problems, equipment and office layout, business forms and records, purchasing and inventory, and basic business law.	

CHEMISTRY

CHM 101	General Chemistry I An introductory course concerned with the basic principles	4
---------	--	---

and theories governing the relationships between the different states of matter; atomic theory; chemical bonding; and introduction to periodic law. Three lecture hours and one 3-hour laboratory period per week.

- CHM 102 General Chemistry II 4**
 A continuation of Chemistry 101. Gas laws, introduction to thermodynamics, change of state and chemical equilibrium, introduction to qualitative analysis. Three lecture hours and one 3-hour laboratory period per week.
 Prerequisite Chemistry 101
- CHM 103 General Chemistry III 4**
 A continuation of qualitative analysis, chemical kinetics, a study of properties of chemical elements and their compounds, with an introduction to nuclear and organic chemistry. Three lecture hours and one 3-hour laboratory period per week.
 Prerequisite: Chemistry 102
- CHM 201 Quantitative Analysis I 4**
 Introductory quantitative analysis, theory of quantitative analysis with emphasis on volumetric and gravimetric methods. Three lecture hours and two 3-hour lab periods per week.
 Prerequisite: 103
- CHM 202 Quantitative Analysis II 4**
 A continuation of Chemistry 201 with an emphasis on instrumental methods. Three lecture hours and two 3-hour lab periods per week.
 Prerequisite. 201
- CHM 203 Introduction to Organic Chemistry 4**
 An elementary course in organic chemistry with an emphasis on nomenclature, reactions and preparation of organic compounds. Three lecture hours and one 3-hour lab period per week.
 Prerequisite: 103

DESIGN

- T-DES 101-102 Tools, Materials, and Processes 3-3**
 Introduction to design principles as effecting the draftsman designer; characteristics of materials; methods and procedures used to transform raw materials into finished products; solving basic design problems through laboratory exercises and experiments.
 Three hours lecture.
- T-DES 103 Strength of Materials 3**
 A study of the characteristics of various materials used by industry and structural members subjected to different types of loads.
 Three hours lecture.

DRAFTING

- DFT 101-102-103 Engineering Drawing 3-3-3**
 A sequence of courses in basic Engineering Graphics techniques and principles including but not limited to use and care of instruments, lettering, applied geometry, ortho-

graphic projection, dimensioning, pictorial drawing, sections and conventions, and graphical analysis.

Two hours lecture, four hours laboratory.

Beginning students who have had two or more years of mechanical drawing in high school and who are proficient in basic Engineering Graphics may be allowed to substitute a three hour course for DFT 101 (subject to approval of Drafting department and/or advisor).

- | | | |
|--------------------------|---|--------------|
| T-DFT 104 | Electronic Drafting | 2 |
| | The application and principles in the use of symbols and conventions in the making of schematic, block diagrams, and other graphic methods of representing electronic engineering problems. | |
| | One hour lecture, three hours laboratory. | |
| | Prerequisite: DFT 101. | |
| T-DFT 105 | History of Architecture | 2 |
| | A study of the development of architectural forms from early civilization to present time. | |
| | Two hours lecture. | |
| T-DFT 201-202-203 | Advanced Engineering Graphics | 3-3-3 |
| | An advanced technical study of engineering graphics to include but not limited to: gears and cams; various industrial fasteners; fluid-power drawings; tool and die drawings; patent drawings and study of ASA (American Standards Association) drafting practices. | |
| | Two hours lecture, four hours laboratory. | |
| | Prerequisite: DFT 103. | |
| T-DFT 205 | Descriptive Geometry | 4 |
| | Graphic analysis of space problems involving points, lines and planes either separately or in combined forms. Pattern development of geometric forms with emphasis toward construction and industrial application. | |
| | Three hours lecture, three hours laboratory. | |
| | Prerequisite: DFT 102. | |
| T-DFT 206 | Design Drafting | 3 |
| | Introduction to basic motion transfer as related to power trains to include pulley, chain drives, ratchet pawls, gears & cams, levers, design problem solving. | |
| | Two hours lecture, five hours laboratory | |
| | Prerequisite: DFT 103. | |
| T-DFT 207-208 | Architectural Drawing | 3-3 |
| | Basic architecture relating to the construction of dwellings and commercial buildings including basic design requirements for foundations, floors, walls, roof construction, windows, doors and appointments. | |
| | Two hours lecture, four hours laboratory. | |
| | Prerequisite: DFT 103, DFT 105. | |
| T-DFT 209 | Individual Drafting Study | 3 |
| | Research and study in a specialized area of Engineering Graphics to be related to the students vocational interests. | |
| | Prerequisite: Instructor's consent. | |
| T-DFT 214-215 | Jigs and Fixtures | 3,3 |
| | Principles and practice of jig and fixture design; problem and design analysis as related to jigs and fixtures construction. | |
| | Two hours lecture, four hours laboratory. | |
| | Prerequisites: DFT 102 and DFT 214. | |

- DFT 1000** **Blueprint Reading I**
Basic principles of blueprint reading, lines, views, dimensioning procedures and notes.
- DFT 1010, 1020** **Blueprint Reading II, III, IV**
1030 A continuation of DFT 1000, with an emphasis on machine shop blueprint reading, section views, auxiliary views and development. DFT 1030 will include basic principles of machine drawing.

DRAMA

- DRA 117, 118, 119** **Technical Theatre, I, II, III** 3,3,3
- DRA 117** Stage architecture, scenic construction, and rigging. Techniques of the past and present are emphasized. Two lecture hours and two laboratory hours.
- DRA 118** Stage makeup and costuming; lighting and sound effects; the construction of properties. Styles of the past and present are emphasized. Two lecture and two laboratory hours.
- DRA 119** Scene design, emphasizing color and form as applied to scenery of the past as well as to the various types and styles of dramatic literature. Two lecture hours and two laboratory hours.
- DRA 121, 122, 123** **History of The Theatre** 3,3,3
- DRA 121** The history of the great periods of theatre from the Greek Classical through the Medieval, emphasizing types and styles of drama, dramatic literature, acting, and directing. Three hours of lecture per week.
- DRA 122** The history of the great periods of theatre from the Elizabethan through the French Neoclassical, emphasizing types and styles of drama, dramatic literature, acting, and directing. Three hours of lecture per week.
- DRA 123** The history of the great periods of theatre from the Restoration Period to Contemporary, emphasizing types and styles of drama, dramatic literature, acting, and directing. Three hours of lecture per week.

ECONOMICS

- ECO 201-202-203** **Principles of Economics** 3-3-3
Fundamental principles underlying basic economic concepts and the problems of modern economic society. First quarter surveys the nature of our private enterprise system. The second quarter reviews the role of government, evaluates our credit structure, and introduces national income accounting and analysis. The third quarter is devoted to studying the forces which determine the composition and pricing of national output, the distribution of income, and the allocation of resources. Three hours class.
- T-ECO 205** **Engineering Economics** 3
Criteria and techniques of engineering economy for manage-

ment decisions in relation to economy of design, selection, and operation. The course includes a study of effects of depreciation policies and machine replacement considerations. Emphasis on problem solving. Intended primarily for technical students.

EDUCATION

- EDU 201** **Introduction to the Study of Education** 3
 This course is designed for students beginning professional training in teacher education. To acquaint the prospective teacher with the four major aspects of education; the teaching profession, the school system, the teacher and the pupil.
- T-EDU 231** **School Resources** 3
 Introduction to the utilization of various instructional media within the classroom situation. Special emphasis will be placed on the operation and use of such audiovisual aids as the tape recorder, motion picture and slide projectors, reading machines, and other instructional aids. The course will also include the development of skill in using the mimeograph and ditto machines and in the preparation of stencils and master sheets to be used on these machines.
- T-EDU 232** **School Procedures** 3
 A study of the procedures used in everyday classroom experience, including the introduction to the school plant, schedules, attendance reports, records, and other clerical functions performed by the teacher. The course will also include an analysis of the basic procedures of test construction, interpretation and evaluation, with special emphasis on scoring and recording objective tests, classroom papers and outside assignments.
- T-EDU 241** **Techniques of Teaching** 3
 This course is designed to familiarize the prospective teacher aide with the methods of teaching. Special consideration will be given to "the teacher" . . . the rewards and difficulties . . . the qualities of a good teacher . . . the abilities of a good teacher. The course will also include the methods of communication . . . the skills of lecture, tutoring and recitation.
- T-EDU 298-299** **Internship** 5,5
 Actual "on the job experience" in a classroom situation to introduce both the aide and the teacher to the teacher-aide program, its purpose and its method of operation. The student will be required to attend a one-hour seminar on campus, and spend a total of five hours (minimum) in observation and participation in a co-operating school each week.

ELECTRONIC DATA PROCESSING

- T-EDP 101** **Computer Fundamentals** 3
 Basic course in computers covering history of computers, comparison of digital and analog computers and their uses, binary numbers, fundamentals of logical algebra and logic equations, and the terminology of computers. Three class hours.

- T-EDP 102** **Programming for Computer-Based Information Systems** 4
 Study of the concepts of computer-based systems design, the concepts and tools of programming, and a specific computer language.
 Three hours lecture, three hours laboratory.
 Prerequisite: EDP 101.

ELECTRONICS

- T-ELN 101** **D. C. Circuits** 6
 Development of basic circuit theories, electron theory, basic circuits, cells and batteries, resistance, resistance networks, Ohm's law, Kirchhoff's laws, Watt's law, Thevenin's Theorem, Norton's Theorem, superposition principle, magnetism, electromagnetism.
 Five hours lecture, three hours laboratory.
- T-ELN 102** **A. C. Circuits** 6
 Fundamental electrical laws are extended to include A. C. circuits, impedance, phase relationship, resonance, transformers, time constants, principles and use of measuring instruments.
 Five hours lecture, three hours laboratory.
 Prerequisite: ELN 101.
- T-ELN 103** **Semiconductor and Vacuum Tube** 6
 Theory of semiconductors, vacuum tubes, and gaseous tubes and the development of their characteristics, mutual conductance, load lines, A. C. theory, resonance, network theorems, decibels, test equipment.
 Five hours lecture, three hours laboratory.
 Prerequisite: ELN 102.
- T-ELN 104** **Electronic Servicing I** 4
 Radio receivers servicing with emphasis on qualitative analysis. Laboratory work is correlated with the lecture material.
 Three hours lecture, three hours laboratory.
 Prerequisite: ELN 103.
- T-ELN 105** **Electronic Servicing II** 4
 Television receivers servicing with emphasis on qualitative analysis. Laboratory work is correlated with the lecture material.
 Three hours lecture, three hours laboratory.
 Prerequisite: ELN 104.
- T-ELN 201** **Advanced Semiconductor and Vacuum Tube** 4
 Rectification and filtering methods, transistor and vacuum tube amplifiers, integrated circuits, hybrid parameters, amplifiers coupling methods, special and push-pull amplifiers, test equipment.
 Three hours lecture, three hours laboratory.
 Prerequisite: ELN 103.
- T-ELN 202** **Basic Communication Electronics** 4
 Basic transmitters, commercial transmitters, amplitude modulation systems, frequency modulation systems, phase modulation, amateur transmitters, frequently measurement, modulation measurement.
 Three hours lecture, three hours laboratory.
 Prerequisite: ELN 103.
- T-ELN 203** **Basic Computer Electronics** 4
 An introduction to digital and analog computer circuits.

Three hours lecture, three hours laboratory.
Prerequisite: ELN 103.

- T-ELN 204 Advanced Communication Electronics 4**
Communication receivers, amplitude and frequency modulated, circuit characteristics and design, antenna design, FCC regulations. Three hours lecture, three hours laboratory.
Prerequisite: ELN 202.
- T-ELN 206 Advanced Computer Electronics 4**
Applications of computers to problems, computer circuits, memory circuits, read out devices.
Three hours lecture, three hours laboratory.
Prerequisite: ELN 203.
- T-ELN 207 Independent Study, Electronics 3**
Designed to foster independent study, research and investigation in electronics. The student will make a preliminary presentation of a problem, conduct an investigation, and make a final report including a statement of the problem and methods of investigation, along with conclusions and suggestions for further study.
Prerequisite: Instructor's consent.
- T-ELN 215-216 Industrial Electronics 4,4**
Study of industrial electronic devices including industrial rectifiers, photo-tube circuits, time delay circuits, resistance sensitive circuits, weld timers, ignition and thyrotron circuits, speed controls, selsyns, amplidyne, transducers.
Three hours lecture, three hours laboratory.
Prerequisites: ELN 103 and 215.
- ELN 1300 Radio-Television Servicing I**
A beginning course in servicing radio receivers. A fundamental background is developed in direct and alternating circuit theory as well as basic electronics. Emphasis is placed on the introduction of various sections of radio receivers coordinated with laboratory servicing. The course will cover basic test instruments, power supplies, power amplifiers, audio amplifiers, intermediate amplifiers, converters, radio frequency amplifier and tuned circuits.
Prerequisite: none
- ELN 1310 Radio-Television Servicing II**
This course shall be a continuation of ELN 1300. An advanced study is presented in radio servicing. Included are alignment, transistor radios, audio-radios, FM and special communication receivers.
Prerequisite: ELN 1300
- ELN 1320 Radio-Television Servicing III**
The student is introduced to television receivers. Areas of concentration will be localizing the trouble, the power supply sections, the audio chain, the video chain, and the sweep circuits including the cathode ray tube.
Prerequisite: ELN 1310
- ELN 1330 Radio-Television Servicing IV**
This course shall be a continuation of ELN 1320. Major emphasis will be placed on specialized equipment for maintaining television receivers. Other areas of concentration will include special circuits and remote control devices, color receivers, UHF—servicing factors and advanced trends in television development and servicing.
Prerequisite: ELN 1320

ENGLISH

ENG 90, 91, 92	Language Arts I, II, III	3*,3*,3*
Preparatory courses designed to correct deficiencies in fundamentals of English construction and usage. The course is designed to raise the achievement of the weak student up to college entrance level by helping him develop his abilities in grammar, composition, and oral communication, in order that he may be able to successfully undertake and complete regular college courses. Later emphasis in this sequence of courses is in developing adequate reading skills. Basic study skills and vocabulary development are emphasized. The course sequence is wide enough in scope that each student works on his own level until he has mastered basic skills in which he was deficient. Placement within this sequence of courses is based upon individual performance in diagnostic testing. An important facet of the Language Arts Program is its developmental laboratory. <i>Any</i> student who wishes self-improvement in English and Reading may work in the reading laboratory, under the supervision of a Language Arts teacher, on such areas as improved reading speed, comprehension, grammar, writing, and study skills.		
ENG 101	English Composition	3
Study of expository writing with analysis of various methods of development; study of the essay; frequent theme assignments; individual conferences.		
ENG 102	English Composition	3
Continued study of composition, emphasizing techniques of analysis and synthesis in writing, with short stories and drama providing substance; techniques of research writing. Prerequisite: ENG 101.		
ENG 103	English Composition	3
Continued study of composition based upon critical reading of poetry and novels. Prerequisite: ENG 102.		
ENG 201	English Literature	3
A survey of English literature from Beowulf to Milton. Prerequisite: ENG 103.		
ENG 202	English Literature	3
A survey of English literature from Milton to the Victorians. Prerequisite: ENG 103.		
ENG 203	English Literature	3
A survey of English literature from the Victorians to the present. Prerequisite: ENG 103.		
ENG 205	American Literature	3
A survey of American literature from its beginnings to Hawthorne. Prerequisite: Eng 103.		
ENG 206	American Literature	3
A survey of American literature from Hawthorne to the twentieth century. Prerequisite: ENG 103.		

* Denotes preparatory credit.

ENG 207	American Literature 3 A survey of American literature of the twentieth century. Prerequisite: ENG 103.
ENG 1020	Reading Improvement A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately.
ENG 1030	Communication Skills Development of ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing and presenting thoughts effectively in connection with problem.
ENG 1040	Language Arts and Communication The purpose of this course is to develop reading abilities and verbal expression skills. Knowledge of good language usage, effective listening techniques, the study skills, and medical vocabulary are emphasized.

FRENCH

FRE 101-102 103	Elementary French 4,4,4 An introduction to the essentials of French grammar, pronunciation, composition, conversation and civilization. Students who have acquired two high school units in French may not take French 101-102-103 except by permission of the instructor. Three lecture hours and two hours of lab per week.
FRE 151-152- 153	Intermediate French 4,4,4 A systemic review of grammar with attention to correct pronunciation, aural drills, composition, and special emphasis on the development of reading skills. Three lecture hours and two hours of lab per week. Prerequisites: Two years of high school French or French 101-102-103.
FRE 160	Selected Readings in French 3 A course for those particularly interested in learning to read French. Selections of short stories and drama will be used to provide ample vocabulary, idioms, etc. Permission of the instructor required to enroll in this course. Three hours lecture per week.
FRE 201, 202, 203	Advanced French 4,4,4 A survey of French literature and civilization from the beginning to 1900. Both the literature and history will be summarized and excerpts from many highlights of each will be read. French conversation and composition will be utilized to insure student comprehension. Three lecture hours and two hours of lab per week. Prerequisites: FRE 151, 152, 153
FRE 204	Advanced French 4 A survey of modern French literature and civilization. (1900 to the present). Both the literature and history will be summarized and excerpts from many highlights of each will be read. French conversation and composition will be utilized to insure student comprehension. Three lecture hours and two hours of lab per week. Prerequisites: FRE 151, 152, 153

GEOGRAPHY

GEO 101-102	Principles of Geography A two-quarter sequential course designed to introduce the student to the study of geography and its influence upon man in his physical environment. Three hours lecture per week.	3-3
GEO 103-104	World Geography A two-quarter sequential course designed to offer the student a regional analysis of the Eastern and Western hemispheres emphasizing the effects of these regions upon man's distribution and his accomplishments. Three hours lecture per week. Prerequisites: Geography 101-102 or permission of the instructor.	3-3

HEALTH AND PHYSICAL EDUCATION

Freshmen and sophomores are required to take a Physical Education Activities Course each quarter for six quarters. PED 101 is required of all students for graduation plus (2) additional 100 level activity courses and three (3) 200 level activity courses. (M) for Men, and (W) for Women, (C) Co-educational.

PED 101-108	Physical Education Basically designed for the development of muscular strength, muscular endurance and circulorespiratory endurance factors. This is accomplished by engaging in various vigorous individual, dual, and group activities. Self evaluation involves physical fitness testing, sport-type and stunt-type motor educability testing. Health knowledge and physiology of exercise information is an integral part of these courses. Separate sections are provided for men and women students.				
		Fall	Wtr.	Spr.	S.S.
PED 101 M/W	Basic Movement	(1)	(1)	(1)	
PED 102 M	Flag Football	(1)			
PED 103 M	Soccer	(1)			
PED 104 M/W	Stunts and Tumbling		(1)		
PED 105 M/W	Elementary Gymnastics		(1)		
PED 106 M/W	Volleyball		(1)		
PED 107 M/W	Track and Field			(1)	
PED 108 W	Field Hockey	(1)			
PED 109 M/W	Beginning Swimming				(1)
PED 201-206					

These courses are designed to continue the development of a high level of fitness by the use of fitness testing devices. To introduce new activities along with the old ones so that the student may become acquainted with activities for leisure time. It is the ultimate goal of the courses to prepare the student to accept the responsibilities of living the "fullness of life through leisure activities."

		Fall	Wtr.	Spr.	S.S.
PED 201 C	Archery	(1)			
PED 202 C	Badminton and Tennis	(1)		(1)	
PED 203 C	Dance		(1)		
PED 204 C	Bowling		(1)		
PED 205 C	Softball			(1)	
PED 206 C	Golf			(1)	
PED 207 C	Senior Life Saving (Red Cross Cert.)				(1)

PED 101A-103A Adapted Physical Education

These courses are designed to meet the needs and interest of college men and women through a carefully planned program of selected activities.

		Fall	Wtr.	Spr.
PED 101A	Adapted Physical Education	(1)		
PED 102A	Adapted Physical Education		(1)	
PED 103A	Adapted Physical Education			(1)
HYG 121	Hygiene	(3)	(3)	(3)
	The course is designed to give the student a stimulating and realistic approach to personal and community life, health, and to develop in the student a sound and critical attitude where his own personal health is concerned.			
PED 221	Techniques for Teaching Physical Education Activities in the Public Schools			(3)
	Experience in planning activities for the high school and elementary school and the review of learning the necessary skills and techniques of leadership. Methods, techniques and organization of Physical Education programs at the secondary level are stressed with some experience in practical application.			
PED 222	Techniques for Teaching Physical Education Activities in the Public Schools			3
	A continuation of PED 221.			

HISTORY

HIS 101	Ancient History	3
	A survey study of pre-history, the Ancient Near East, China, India, Greece and Rome to the Fifth Century A.D.	
HIS 102	Medieval History	3
	A survey of the Byzantine and Moslem Civilizations, and the Medieval West to early modern times (15th Century).	
HIS 103	Modern History	3
	A survey of the growth of European nation-states, the era of rivalry and imperial expansion, World Wars I and II and the Cold War period.	
HIS 201	U. S. History	3
	A survey of the period of European Colonial expansion in the Western Hemisphere, the establishment of the English	

Colonies and their administration, the struggle for American Independence, and the establishment of the federal system.

- HIS 202** **U. S. History** 3
A survey of the early Federal Period, the War of 1812, the Ante Bellum Period and the Civil War.
- HIS 203** **U. S. History** 3
A survey of U. S. History from the Civil War to the present.
- HIS 250-251** **Modern Europe** 3,3
These courses trace the economic, political, and social development of various western and eastern European states from the end of the Napoleonic era to present situations. The focus of attention is directed toward restoration and reaction, which includes the concepts of nationalism, liberalism, and romanticism.
Prerequisites: HIS 101, 102

JOURNALISM

- JOU 211, 212** **Journalism** 3,3
A general outline of the principles of newspaper practice followed by daily work in news gathering, reporting, and writing of news stories. Regular work on the college newspaper is required. Practice work will be arranged with the Elizabeth City daily newspaper.
Prerequisite: ENG 101-102

LIBRARY

- LIB 100** **Library Usage** 1
A general course covering the use of standard library reference tools such as the card catalog, indexes, directories, handbooks, periodicals, etc. Frequent short research projects are required and one long project is completed during the course. Class meets one hour per week. Offered during fall and spring quarters only.

MACHINIST

- MEC 1200** **Machine Shop Theory and Practice I**
An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of the lathe, drill press, and milling machines will be introduced both in theory and practice.
- MEC 1210** **Machine Shop Theory and Practice II**
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine and shaper. The student will work on projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course.
Prerequisite: MEC 1200
- MEC 1215** **Lathe Operation**
Operating principles and functions of the lathe, lathe tool sharpening and setups, care and maintenance of the lathe.

- MEC 1220 Machine Shop Theory and Practice III**
Advanced work on lathe, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of gears. The student will use precision tools and measuring instruments such as vernier height gage, protractor and comparator.
Prerequisite: MEC 1210
- MEC 1225 Drill Press Operation**
Operating principles and functions of the drill press, both standard and radial. Drill sharpening and setups on drill press. Care and maintenance of drill press.
- MEC 1235 Shaper Operation**
Operating principles and functions of the shaper. Shaper tool sharpening and shaper setups, care and maintenance of shaper.
- MEC 1245 Mill Operation**
Operating principles and functions of milling machines, mill setups, care of milling cutters, care and maintenance of milling machines.
- MEC 1250 Structure of Metals**
Elementary and practical approach to ferrous metals. a study of their structure, marking, classification, and uses. The theory of iron and steel and their alloys. The shaping, forming, heat treatments, and surface treatments for steel.
Prerequisite: none
- MEC 1260 Heat Treating Practice**
Working knowledge of the methods of treating ferrous and non-ferrous metals. The effects of hardening, tempering, and annealing upon the structure and physical properties of metals. Trainees will be given the opportunity to acquaint themselves with the equipment and processes of heat treating.
Prerequisite: MEC 1250
- MEC 1270 Machine Shop Practice IV**
Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Processes on the tool and cutter grinder and cylindrical grinder will be practiced. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry.
Prerequisite: The student must have passed all the required subjects of the Machinist Trade Program.
- MEC 1275 Precision Machining I**
The designing and building of machine shop projects that require a great deal of skill by the student. The student will be required to use all the equipment in the shop to build these projects; close tolerances will be held on all parts that make up the projects.
Prerequisite: MEC 1270
- MEC 1280 Precision Machining II**
A continuation of Precision Machining I.
Prerequisite: MEC 1275

- MEC 1285 Jig and Fixture Building**
 This course is designed to familiarize the student with the designing and building of jigs and fixtures used in production manufacturing by machine shops.
 Prerequisite: MEC 1275
- MEC 1290 Machine Repair**
 This course is designed to familiarize the student with the installation, maintenance and repair of machine shop equipment. He will also manufacture some of the parts needed to repair the equipment.
 Prerequisite: MEC 1275

MATHEMATICS

- MAT 98 Basic Mathematics I 3***
 This course consists of the following topics: review of arithmetic, introduction to algebra, polynomial multiplication, factoring, and fractions.
- MAT 99 Basic Mathematics II 3***
 This course consists of the following topics: linear and fractional equations, simultaneous linear equations, exponents and radicals, quadratic equations, ratio, proportions, variation, logarithms, functions and graphical methods.
- MAT 101 College Algebra 5**
 Sets, functions, graphs, an axiomatic treatment of the real numbers as complete ordered field, solution sets of equations, inequalities, matrices and determinants, mathematical induction, logarithms, binomial theorem and progressions, and permutations, combinations and probability.
 Prerequisite: Two years of high school algebra or Math 98-99.
- MAT 102 Trigonometry 5**
 The solution of right and oblique triangles by use of the slide rule; trigonometric identities and trigonometric equations; complex numbers; line functions and graphic representation.
 Prerequisite: Math 101.
- T-MAT 105 Technical Math I 5**
 This course is designed primarily for students enrolled in Electronics, and Drafting and Design Technologies. The emphasis of this course is on problem solving at a post secondary level. The student is to be presented problems which are meaningful within the context of conventional engineering at a realistic level of sophistication in view of the student's preparation. Included will be an introduction to algebra, linear equations, functions and graphs, exponents and radicals, quadratic equations, ratio and proportion, the binomial theorem, and logarithms. This course is not designed to transfer to a four-year liberal arts school.
- T-MAT 106 Technical Math II 4**
 A continuation of Technical Math I. Emphasis is on trigonometry. Includes a study of right and oblique triangles,

* Denotes preparatory credit.

vectors, trigonometric formulas and identities, graphs, and complex numbers.

Prerequisite: Technical Math I.

MAT 111-112-113	Fundamental Concepts of Mathematics 3,3,3 Math 111 includes logic, set theory, systems of numerations and properties of the set of counting numbers. Math 112 includes elementary number theory of the sets of integers, rationals, and reals. Finite number systems are also included. Math 113 includes the binomial theorem, permutations, combinations, and probability.
MAT 201-202-203-204	Calculus and Analytic Geometry I, II, III, and IV 5,5,5,5 A study of coordinate systems, loci, limits, differentiation, integrations, applications, series, partial differentiation, and multiple integration. Prerequisite: Math 102
MAT 250	Differential Equations 5 First order equations with variables separable; linear equations of the first and higher orders with constant coefficients; physical and geometrical applications. Prerequisite: Math 202.
MAT 1000	Fundamentals of Mathematics Geometric construction of plane figures, theory of numbers, analysis of basic operations: addition, subtraction, multiplication and division of whole numbers. Common fractions, decimal fractions, powers and roots, percentages, rules and formulas.
MAT 1010	Vocational Mathematics Ratio and proportion, measurement of surfaces and volumes, gear ration, pulleys, angular velority, mechanics and electricity. Basic algebra.
MAT 1030	Machinist Mathematics Practical application of algebra and trigonometry in the solution of problems related to the machinist trade. Lead screw and indexing problems, compound angles.

MUSIC

MUS 94, 95, 96	Voice 1,1,1;2,2,2* A preparatory course for vocalists of insufficient background for the college credit voice courses, or for those who do not wish to study voice for credit. Qualified students upon the completion of each quarter, by examination, can enter Music 108.
MUS 97, 98, 99	Piano 2,2,2* A preparatory course for pianists of insufficient background for the college credit piano courses. Qualified students upon the completion of each quarter by examination can enter Music 111.
MUS 100-101	Music Fundamentals 2,2 A course designed to fulfill state requirements in basic music for those who plan to major in elementary education

* Denotes preparatory credit.

and as a preparatory course for students of insufficient musicianship background to enter the first year Theory course. Fall and winter quarters. Open to all students.

- | | | |
|-----------------|--|-------------------|
| MUS 102-103-104 | Music Theory | 3,3,3 |
| | The writing of melodies, intervals, chords, four-part harmony. Beginning keyboard harmony. All students who plan to work towards a music degree should take this course and Music 105-106-107 their first year as they are prerequisites for third year courses in a senior college. The student should have enough knowledge of piano to be able to play the harmony examples he will write during the year. Open to all qualified students as a Fine Arts elective. | |
| MUS 105-106-107 | Sight-singing and Dictation | 2,2,2 |
| | The study of melodic and rhythmic elements of music using the counting syllables and the moveable "do." Rhythmic and melodic dictation involving scale, major and minor chord line intervals. Registration in the latter portions of the sequence will require completion of the earlier courses in this sequence. Open to all students. | |
| MUS 108-109-110 | Voice | 1,1,1;2,2,2;3,3,3 |
| | Emphasis upon correct posture, breathing, intonational, vowel formation, diction; attacking, sustaining, releasing the tone; legato singing, phrasing; messa di voce, mezzo-voice, scales, arpeggios, simple embellishments, recitative. Repertoire: folk and folk-like songs in English; simpler early Italian arias; simple songs and arias from the Baroque and Classic periods. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All voice students are required to sing in the college chorus. Open by audition to all qualified students. | |
| MUS 111-112-113 | Piano | 1,1,1;2,2,2;3,3,3 |
| | All major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios. Selected technical studies. Each Two- and Three-Part Inventions. Sonatinas and easier sonatas of Haydn, Mozart, and Beethoven. Easier literature of the Romantic School. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice for three hours credit each quarter. All piano students are required to sing in the college chorus. Open to all students who demonstrate by audition a sufficient background to complete the required literature. | |
| MUS 114-115-116 | Organ | 2,2,2;3,3,3 |
| | A foundation of organ technique is laid through study of manual and pedal exercises as given in the methods books of Clarence Dickinson or Harold Gleason. At least four of Bach's "Eight Little Preludes and Fugues" should be completed, together with some chorale preludes from Dupre and from Bach's "Orgelbuchlein." Selected compositions by other composers. Nine hours practice weekly for two hours credit each quarter, twelve hours practice for three hours credit each quarter. All organ students are required to sing in the college chorus. Open to all students who have completed MUS 113, or can demonstrate by audition a similar proficiency in piano playing. | |
| MUS 117-118-119 | Chorus | 1,1,1 |
| | Study-activity course designed to give the student a deeper | |

understanding, appreciation, and enjoyment of choral music and its practice. Open to all students by permission of the instructor.

MUS 202-203-204	Music Theory	3,3,3
	Continuation of first year Theory. Study of altered chords, modulation, non-harmonic tones. Musical analysis. Further study of keyboard harmony. Prerequisite: Music 104.	
MUS 205-206-207	Sight-singing and Dictation	2,2,2
	Continuation of the study of melodic and rhythmic elements in music along with harmonic dictation using altered chords, modulations, and non-harmonic tones. Required of students registering for Music 202-204. Prerequisite: Music 107.	
MUS 208-209-210	Voice	1,1,1;2,2,2;3,3,3
	Emphasis upon portamento; execution of wider intervals, extended scales and arpeggios, more difficult embellishments; exercises to develop agility, songs and arias from the Baroque and Classic periods; detached notes, vocal color. Repertoire: more difficult songs and arias from the Baroque and Classic periods; easy to medium difficult Romantic art songs and arias; simpler songs and arias by contemporary composers. Sophomore recital for voice majors. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All voice students are required to sing in the college chorus. Voice majors required to take one year of French. Prerequisite: MUS 110 or permission of the instructor.	
MUS 211-212-213	Piano	1,1,1;2,2,2;3,3,3
	All major and minor scales and arpeggios in rhythms. More difficult selected technical studies. Easier Preludes and Fugues of Bach. More difficult sonatas of Mozart and Beethoven, and literature of Schubert, Schumann, Chopin, and Brahms. Pieces from the modern composers. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice for three hour credit each quarter. All piano students are required to sing in the college chorus. Prerequisite: MUS 113 or permission of the instructor.	
MUS 214-215-216	Organ	2,2,2;3,3,3
	Completion of the "Eight Little Preludes and Fugues" and study of other Bach such as the "Toccat and Fugue in D Minor." Pieces from pre-Bach, Romantic, and Modern schools of organ composition; hymn-playing and church service playing. Nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All organ students are required to sing in the college chorus. Prerequisite: MUS 116 or by permission of the instructor.	
MUS 217-218-219	Chorus	1,1,1
	A continuation of MUS 117, 118, 119	
MUS 220-221-222	Music History and Literature	3,3,3
	An historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation, and enjoyment of music. Recorded music examples. Listening assignments. Open to all students.	

PHYSICS

- | | | |
|-----------------|--|-------|
| PHY 201-202-203 | General Physics
A survey of General Physics designed to provide a practical understanding of the fundamentals on which technology is based. Topics include mechanics, heat, light, electricity, magnetism, and wave motion. Three hours lecture, one hour demonstration, and two hours laboratory.
Prerequisite: Math 102. | 4-4-4 |
| PHY 204-205-206 | General Physics
A study of classical and modern physics in which the analytical approach is employed and calculus is applied as needed. Demonstrations, problems, and laboratory work are coordinated to give working knowledge of basic principles. PHY 204 includes mechanics and heat; PHY 205 includes electricity and light; PHY 206 includes sound, light and modern Physics. Three hours lecture, one hour demonstration, and two hours laboratory.
Corequisite: Math 203. | 4-4-4 |
| PHY 1040 | Applied Physics I (electricity & magnetism)
Basic principles of electricity and magnetism. Electron theory, magnetism and electromagnetism, series and parallel circuits and electrical measurement. | |
| PHY 1050 | Applied Physics II (Light and Heat)
Properties and measurement of light. Properties and measurement of heat and its effect upon matter. | |
| PHY 1060 | Applied Physics III (mechanics)
Systems of measurements, properties of solids, liquids and gasses. Theory of matter, energy, force and motion. | |

POLITICAL SCIENCE

- | | | |
|-------------|---|-----|
| POL 211-112 | United States Government
A two-quarter sequential course designed to give the student a working knowledge of the government of the United States. Political Science 211 is a study of the origin, formation, organization, and development of the national government. Political Science 212 is a study of the functions, powers, policies and programs of the national government. | 3,3 |
| POL 213 | State and Local Government in America
A study of the various state governments of the fifty states and of the various types of localized government with emphasis on both urban and rural areas.
Prerequisites: Political Science 211-212. | 3 |

PRACTICAL NURSING EDUCATION

- | | |
|----------|--|
| PNE 1510 | Vocational Adjustment I
This course is designed to assist the student in understanding herself, her vocation and the individual needs of patients. Emphasis is placed on development, uniformity, and variability of behavioral patterns of individuals. |
| PNE 1511 | Health
Designed to present basic personal, physical and mental health knowledge and skills to enable the student to |

understand attitudes and health problems of self and individuals. Community health problems are studied with emphasis placed on behavioral patterns based on factors of culture.

PNE 1512

Human Anatomy

A study of the human body with emphasis on structure and function of the systems of the body. Practical application of anatomical facts in physiology are emphasized.

PNE 1513

Microbiology

A general presentation of bacteria and viruses with emphasis of culture, identification, and interpretation of these organisms in selected practices as related to nursing.

PNE 1514

Nutrition

This course is designed to give the student in practical nursing the basic knowledge relative to normal nutrition in health and disease. Special emphasis is placed on normal nutrition in the selection and quality of nutrients to meet the needs of people in health and sickness.

PNE 1515

First Aid & Disaster Nursing

In this course the student is introduced to methods and skills of first aid and methods and skills on maintaining and alleviating suffering during disaster and emergency.

PNE 1516

Nursing I

These courses present the fundamentals of nursing based on scientific principles as related to practical nursing. Students develop an awareness and appreciation of the needs of individuals and learn to apply the skills and knowledge used in the performance of nursing through the defined role of the Practical Nurse. Knowledge of drug sources, skills of giving and medication and classification of drugs are introduced.

PNE 1520

Medical-Surgical Nursing I

This course includes the study of patients with general nursing care problems of all ages. Selected experiences are offered the student in the nursing care of patients and opportunities are offered in diets and administration of drugs.

PNE 1521

Maternity Nursing and Newborn

These courses conduct a study in normal and abnormal conditions of the maternity cycle and the principles of maternity care, and care of newborn baby. Special emphasis is placed on the practical nurse students role as a nurse and woman in today's society.

PNE 1522

Growth and Development

In this course the student sees the patient as a member of a family where life is altered by illness. Normal child development from birth to old age. Hospitalization and fears of the young child, school age, and adolescent. Community resources affecting the family. Physical changes of child and adult, diversions for child and adult, mental and personality changes in the aged.

PNE 1525

Nursing II

These courses present the fundamentals of nursing based on scientific principles as related to practical nursing. Students develop an awareness and appreciation of the

needs of individuals and learn to apply the skills and knowledge used in the performance of nursing through the defined role of the Practical Nurse. Knowledge of drug sources, skills of giving and medication and classification of drugs are introduced.

- PNE 1530 Medical-Surgical Nursing II**
In the practice laboratory and at the bedside of patients, students are offered opportunities to learn and meet the needs of medical patients of all ages from the simple to complex situation. Also, surgical intervention for pathological disorders through the problem solving and patient care approach. Patient care in the recovery room is included with emphasis on progressive patient care, and the practical nurse students role as a member of the health team.
- PNE 1531 Geriatric Nursing**
A course of study of the older patient with his special needs and problems, and to bring out some of the ways in which caring for this patient differs from the general medical-surgical patient.
- PNE 1533 Pediatrics**
In this course the student is introduced to the growth and development of the normal child, the principles in the care of children, behavioral patterns of children in illness, and conditions and diseases both medical-surgical of various ages.
- PNE 1534 Medicines and Administration**
This course is designed to give the student a knowledge of drugs, the dangers involved in handling, laws regarding the use of drugs, side effects and skills in administering common drugs intelligently and safely.
- PNE 1540 Medical-Surgical Nursing III**
Theory and clinical experiences designed to develop nursing care in more complex medical-surgical situations. In so far as possible, the classroom activity will center around discussion and evaluation of the nursing needs of these patients.
- PNE 1543 Mental Health**
This course is designed to point out the problem of mental illness for society, family and patient and its meaning in today's health care.
- PNE 1544 Vocational Adjustment II**
In this course the student is provided the opportunities to learn to function as a graduate practical nurse, to learn the legal aspects of nursing, to become acquainted with the organization for nurses, and opportunities available for the Graduate Practical Nurse.

PSYCHOLOGY

- PSY 90 Techniques of Learning 3***
This course is intended to teach entering freshman who have weak academic backgrounds to outline materials, outline schedules for effective use of time, and to establish effective study habits for an academic college curriculum.

* Denotes preparatory credit.

- PSY 98 Group Counseling 3***
 This course will be required of all students who are on academic probation. It is intended to give students who are having academic difficulty intense counseling and supervision as a guide toward academic success.
- PSY 201-202 General Psychology 3-3**
 Emphasizes psychology as a science of behavior; man as a biological organism in a social world; man as a motivated person with attitudes, emotions, needs and desires; man as a thinking, imagining, reasoning, learning person.
- PSY 221-222 Educational Psychology 3-3**
 The teaching-learning process with stress and emphasis on learning theory, transfer, problem solving, habit formation, individual differences, and factors that facilitate learning. Focus is on the individual—how he grows, the part language plays in his development, how intelligence and motivation combine to shape his personality.
 Prerequisite: Education 201 or Psychology 201 or permission of instructor.
- PSY 231 Child Growth and Development 3**
 A study of the principles of growth and development of the child beginning with prenatal factors. Biological, emotional, social, and intellectual aspects are examined.
 Prerequisite: PSY 201.
- PSY 1060 Industrial, Community and Personal Relations**
 An introduction to psychology concerning the relationship of individuals, one to another, and to the society in which they live and work. Emphasis on socio-economic motivation of individual and mass behavior.

SOCIOLOGY

- SOC 201-202 Introduction to Sociology 3-3**
 A study of the social aspects of human group life in which the student is introduced to the basic tools of sociological understanding. Principles of sociology, society, culture, socialization, groups, institutions and organizations, the class system, social change, and social processes are analyzed.

SPANISH

- SPA 101-102-103 Elementary Spanish 4,4,4**
 Pronunciation, grammar, oral and written exercises, conversation, dictation and introductory reading material. Students who have acquired two high school units in Spanish may not take Spanish 101-102-103 except by permission of the instructor.
 Three lecture hours and two hours of lab per week.
- SPA 151-152-153 Intermediate Spanish 4,4,4**
 For students with two years high school or one year college Spanish. Systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose (short stories, drama, etc.), of both Spanish and Spanish-American writers.
 Three lecture hours and two hours of lab per week.

* Denotes preparatory credit.

SPA 160	Intermediate Spanish Readings	3
	Selected readings in Spanish. A course for those particularly interested in learning to read Spanish. Selections of short stories and drama will be used to provide ample vocabulary idioms, etc. Permission of the instructor required to enroll in this course. Three lecture hours per week.	
SPA 201, 202, 203	Advanced Spanish	4,4,4
	A survey of Spanish literature and civilization from the beginning to 1898. Both the literature and history will be summarized and excerpts from many highlights of each will be read. Spanish conversation and composition will be utilized to insure student comprehension. Three lecture hours and two hours of lab per week. Prerequisites: SPA 151, 152, 153	
SPA 204	Advanced Spanish	4
	A survey of modern Spanish literature and civilization, (1898 to the present). Both the literature and history will be summarized and excerpts from many highlights of each will be read. Spanish conversation and composition will be utilized to insure student comprehension. Three lecture hours and two hours of lab per week. Prerequisites: SPA 151, 152, 153	

SPEECH

*SPH 101	Voice and Diction	3
	Vocal and auditory mechanisms; exercises in phrasing, voice projection and articulation; standard regional and general American pronunciation.	
*SPH 102	Introduction to Phonetics	3
	A study of the separate sounds of standard regional and general American pronunciation. Prerequisites: Speech 101 or permission of Instructor.	
SPH 201	Public Speaking	3
	Speech preparation and delivery. Practical training in presentation of short speeches.	

TECHNOLOGY

T-TEC 101	Introduction to Technology	1
	Introduction to the various fields of technology and the place of the engineering technician in industry. Slide rule, logarithm review, powers of ten, scientific notation, and graphical representation. One hour class.	
T-TEC 201	Technical Report Writing	4
	A study of the design and composition of both the long and short forms of technical reports. Exercises in developing typical technical reports, using writing techniques and graphic devices, are completed by the student. Practical application in the preparation of a full-length technical report is required of each student at the end of the term. Prerequisite: ENG 102.	

* Education, speech and teacher's aide majors should take both Speech 101 and 102.

WELDING

WLD 1400

Basic Welding

This course is designed to teach the basic welding skills in oxyacetylene welding and cutting. The basic skills in arc welding are also included. Emphasis is on familiarization of welding equipment and its safe use. Methods of welding and their applications are included. Safety procedures are stressed throughout the course.

DEVELOPMENTAL PROGRAM

Due to a variety of reasons, some students may not be adequately prepared for the work expected of them in various courses in a given program. In order to assist students to raise their educational achievement level to that needed to successfully pursue their programs, a group of developmental courses has been devised. These courses do not carry regular credit toward completion of a regular program, and are strictly offered to prepare students to enter and cope with their regular programs. Thus, developmental course credit is not transferable to other institutions, nor do they apply toward meeting program requirements for graduation from College of The Albemarle. The preparatory course credit is identified by an asterisk (*) beside the number of credit hours the course is assigned.

SUPERVISED STUDY IN THE LEARNING LABORATORY

Supervised Study I 1*
Three hours per week of supervised study in the Learning Laboratory.

Supervised Study II 2*
Six hours per week of supervised study in the Learning Laboratory.

Supervised Study II 3*
Nine hours per week of supervised study in the Learning Laboratory.

This program includes work in the Learning Laboratory in relation to organized classes in Language Arts.

LANGUAGE ARTS

The Language Arts courses are designed for students with deficiencies in Reading and English usage. When a student's test scores and past record indicate such deficiencies, he must enroll in and successfully complete the Language Arts courses before being eligible to take regular program courses in English.

It is recommended that students begin work in the Developmental Program in the summer so that they may begin the Fall Quarter with as many deficiencies removed as possible.

MATHEMATICS

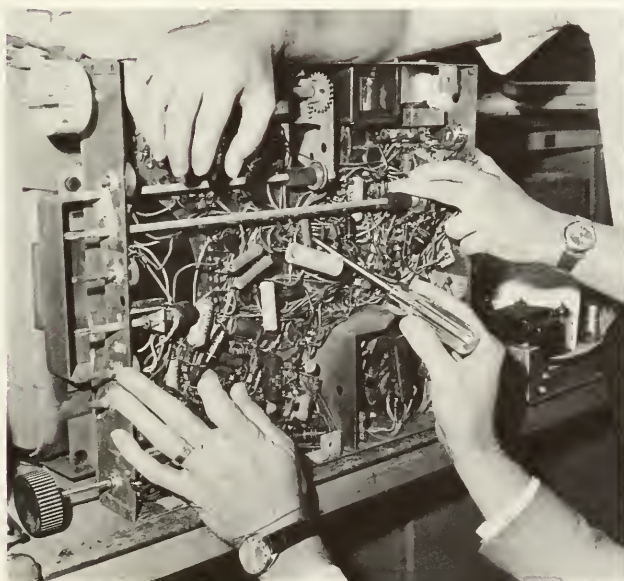
A student whose background in high school mathematics is insufficient to take college level mathematics should begin with either MAT 98 or MAT 99 using the following criteria:

Students having one year of high school algebra with grade C or better should begin with MAT 99. Those students having less preparation should begin with MAT 98.

Students having two or more years of high school algebra with grade C or better may start with MAT 101. If some review work is desired, then MAT 99 should be the beginning course.

A student wishing to take college transfer mathematics, but not needing College Algebra and Trigonometry in his program of study, should take MAT 111 - MAT 112 - MAT 113.

A student whose program of study requires Calculus should begin with MAT 201 as soon as his background allows.





INDEX

	Page
Academic Calendar	5
Academic Load	38
Accreditation	20
Administrative Staff	12
Admission Requirements—General	33
Admission Requirements—Transfer Students	33
Adult Education and Community Services	61
Academic Education Programs	64
Adult Basic Education	64
Adult High School Program	66
High School Equivalency	65
Learning Laboratories	65
Subjects	66
Admission Requirements	61
Attendance	64
Certificates	64
Class Locations	64
Community Service Programs	68
Course Descriptions	64
Cultural Programs	67
Albemarle Choral Society	67
Fine Arts	68
Lyceum Series	68
Photographic Slide Presentations	68
Fees	64
General Interest and Employment Related Programs	67
Agriculture	67
Business	67
Construction	67
General Interest	67
Professional Inservice Programs	68
Business Education	68
Health and Welfare Education	69
Teacher Education	69
Special Education Programs	68
Attendance	34
Auditing Courses	35
Board of Trustees	11
Cheerleaders	27
Circle K	27
Class Changes	35
Class Organizations	27
College Chorale	28
College Programs	21
College Transfer Education	47
Pre-Business Administration	48
Pre-Business Education	48
Pre-Elementary Education	49
Pre-Liberal Arts	47

Pre-Music	49
Pre-Secondary Education	48
Commencement Marshals	38
Counseling	22
Counselors	13
Course Descriptions	73
Art	73
Automotive Mechanics	74
Biology	75
Business	75
Chemistry	77
Design	78
Drafting	78
Drama	80
Economics	80
Education	81
Electronic Data Processing	81
Electronics	82
English	83
French	85
Geography	85
Health and Physical Education	86
History	87
Journalism	88
Library	88
Machinist	88
Mathematics	90
Music	91
Physics	94
Political Science	94
Practical Nursing Education	94
Psychology	96
Sociology	97
Spanish	97
Speech	98
Technology	98
Welding	99
Dean's List	38
Developmental Program	100
Dismissal	38
Employment	23
Evening Course Offerings	71
Facilities	21
Faculty	13
Fees and Expenses	40
Financial Aid	23
Freshman Orientation	34
General Information	19
General Regulations	33
Grading System	34
Graduation Requirements—Associate in Arts Degree and Associate in Applied Science Degree	39
History of College	19

Housing	24
Idea of a Comprehensive Community College	19
Insurance	42
Intramural Activities	29
Language Clubs	28
Location of College	20
Maintenance Staff	16
Objectives of College	20
Organizations and Activities	27
Part-Time Staff	16
Phi Beta Lambda	29
Phi Theta Kappa	28
President's Service Cup	38
Probation and Suspension	37
Program Advisement	22
Programs of Study	47
Refunds	42
Registration	34
Residence Status	41
Satyrs	28
Science Club	29
Secretarial and Clerical Staff	16
Student Publications	29
Student Senate	27
Student Services	22
Technical Education Program	50
Admission Requirements	50
Drafting and Design Technology	52
Electronics Technology	51
Secretarial Administration	53
Teacher Aide Technology	53
Testing and Academic Placement	23
Transcripts	42
Varsity Club	29
Veterans Affairs	24
Vocational Education Program	54
Attendance	54
Objectives	54
Probation and Suspension	55
Programs of Study	55
Automotive Mechanics Trade	55
Machine Operator	57
Machinist Trade	56
Practical Nursing Education	59
Radio-Television Servicing	58
Requirements—Diploma or Certificate	55
Requirements—General	54
Withdrawals	54
Withdrawal from College	35

